



# Battle Town Council



## Finance & General Purposes Committee Terms of Reference

**Committees of the Council shall, at all times, act in accordance with the standing orders of the Council.**

### Objectives

1. To ensure that Council business is conducted in accordance with best practice.
2. To recommend to the Council a Strategic Plan for the town and its amendment from time to time as required by the Council.

### General

3. To act on behalf of other Committees on any item that the Chair of the Council certifies that it requires urgent action and when the appropriate committee or committees will not be able to consider the matter in good time.
4. To ensure that an up to date record is maintained of the land and property for which the Committee is responsible.

### Specific

5. To consider budget proposals prepared by the Council's Committees and, in November each year, make recommendations to Council in relation to the estimates for the following year and the precept to be set.
6. Regularly to monitor reports of income and expenditure against the approved budget.
7. To monitor the Council's cash position through bank reconciliation statements.
8. To make annual budget recommendations which reflect the strategic plan, including proposals for fees, charges and rent increases relating to the Almonry building, and thereafter to manage performance against budget.
9. To ensure that an up to date record is maintained of the land and property for which the Committee is responsible.
10. To undertake regular reviews (at least once every 4 years) of the Council's Financial Regulations and Standing Orders.
11. To ensure that the Council continue to aim to fulfil the criteria relating to Quality Council, or its successor, status.
12. To recommend to Council the Annual Return and, as part of that process to:
  - consider the annual accounts;
  - review the insurance arrangements;
  - ensure that the asset register is up to date;

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- consider any risk management issues.
- 13. To receive and act on reports and recommendations of the Personnel sub-Committee to determine personnel policy and staff management issues, including annual reviews of staff salaries.
- 14. To be responsible for the smooth operation of the Council's administrative systems, including setting and monitoring the implementation of IT policy.
- 15. To be responsible for health and safety policy.
- 16. To make a decision on applications for grants, and to make recommendations to Council [where amount exceeds committee authority level].
- 17. To be responsible for developing a strategic plan for the use of the Almonry and monitoring its implementation.
- 18. To be responsible for the operational aspects of the Almonry and its environs, including the collection of rents and fees and the upkeep of the Almonry Gardens.
- 19. To keep under review the leases held by others of Council property.
- 20. To consider such other general matters as may arise from time to time including consultation papers which are not specific to any other Committee.

## Membership

- 21. The membership shall be the Chair and Deputy Chair of the Council, the Chair of each committee of the Council and the immediate past Chair of the Council if remaining a Councillor, [and other Councillors as required to meet minimum numbers specified by Standing Orders]. The Chair of the Council shall chair the Committee, and in his or her absence the Deputy Chair of the Council; and in the absence of both the Committee shall agree its own chair for the meeting concerned.

## Mode of operation

- 22. Normally to meet six times a year and otherwise as required by the Chair of the Council or by a majority of its members.
- 23. To report to the Council.