



# CULLOMPTON TOWN COUNCIL

## TERMS OF REFERENCE

<b>COMMITTEE NAME:</b>	<b>Governance, Finance and Resources Committee</b>
<b>TYPE OF COMMITTEE:</b>	Advisory
<b>PURPOSE:</b>	<p>Overall responsibility for the management of the Council’s financial affairs, human resources, administration and policies and procedures in accordance with legislative requirements, regulations and guidelines.</p> <p>To oversee the Council’s health and safety and fire safety processes.</p>
<b>Scope of Governance:</b>	<p>To monitor and update the Financial Regulations and Standing Orders and to ensure that they are observed by the Council.</p> <p>To ensure that the Council’s strategies, policies and procedures are undertaken in accordance with statutory and legislative requirements.</p> <p>To ensure the policies and procedures of the council are regularly reviewed and updated by the agreed “review” date.</p> <p>To respond to consultative documents from Government and other bodies other than those specifically allocated to other Committees.</p>
<b>Scope of Finance:</b>	<p>Monitor the financial administration of the Council.</p> <p>Provide advice and guidance to the Chairs of other Committees of the Council and to the full Council on all aspects of financial management.</p> <p>In consultation with the Chair of the Council and the Town Clerk/RFO, co-ordinate the detailed budget of the Council and recommend to the full Council the annual budget and the annual precept to be levied.</p> <p>To ensure that the RFO prepares the accounts of the Council and arranges their internal and external audits.</p>

	<p>Monitor the administration and review of day to day financial matters including internal audit of the Council's income and expenditure.</p> <p>Conduct an annual review of the council's insurance policies and monitor the procedure for risk assessment of all of the Council's activities.</p> <p>To consider forward planning and provide earmarked reserves for the replacement of equipment, vehicles, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year.</p> <p>Undertaking an annual review of all fees, charges and allowances.</p> <p>To consider all applications for grants (to charities) and donations (to other organisations or individuals) and make recommendations to Full Council, in line with the Council's Policy.</p> <p>To seek grant aid and appropriate support in respect to the responsibilities of the Council.</p>
<p><b>Scope of Resources:</b></p>	<p>To recruit, retain and develop staff to undertake the work of the council.</p> <p>The Chairman of the Governance, Finance and Resources Committee, the Town Mayor or Deputy Town Mayor is to conduct the annual appraisal of the Town Clerk. agree objectives and bring a report back to the Committee</p> <p>To agree and monitor training requirements for staff and councillors within an agreed budget.</p> <p>To consider requests from members' and staff to attend conferences, courses and meetings relevant to the work of the council.</p> <p>To consider and bring to a final conclusion to any matters emanating from grievance and disciplinary procedures contained in the Contract of Employment applicable to all members of staff employed by the council.</p> <p>To receive and note annual and other appraisals and be the point of contact for any appeal.</p> <p>To deal with any staff complaint concerning the Town Clerk.</p> <p>To deal with any staff matters referred by the Town Clerk.</p>

	<p>To deal with any other personnel matters.</p> <p>To decide, with the Town Clerk and any other staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures.</p> <p>To ensure that the council complies with health and safety and fire safety legislation.</p> <p>To maintain a continuous general oversight on the Council's administration.</p> <p>To oversee the strategic and policy issues affecting the Council's acquisition and development of information technology.</p> <p>To recommend on the acquisition and renewal of vehicles and ensure the maintenance and serviceability of vehicles in a roadworthy state</p>
<b>AUTHORITY:</b>	The Chairman of the committee shall make informed recommendations to the full Council for its approval.
<b>MEMBERSHIP:</b>	7 Councillors, in addition to the Chair and Vice-Chair of the Council, will be elected to the Finance Committee at each Annual Meeting.
<b>QUORUM</b>	3
<b>MEETING ARRANGEMENTS:</b>	<p>To meet on the second Thursday of January, April, July and October.</p> <p>Chairman of the committee to be elected at the first meeting of the Governance, Finance and Resources Committee each year.</p> <p>The Standing Orders of the Council apply to all meetings.</p>
<b>REPORTING:</b>	The Chairman of the Committee shall report back to the Full Council with recommendations
<b>RESOURCES:</b>	The Committee will have the use of the Council Office for meetings and the Clerk/RFO will produce agenda, minutes and advise on correct procedure.
<b>REVIEW:</b>	Annually at the Annual Meeting of the Council