

## **FINANCE & GENERAL PURPOSES COMMITTEE**

### **TERMS OF REFERENCE - MAY 2018**

#### **1. Preface: Delegated Authorities**

The authorities of the Finance & General Purposes Committee (hereinafter referred to as "F & GP") are delegated to it by the Full Town Council.

#### **2. Areas of Responsibility**

F & GP are responsible for General Purposes of the Town Council, Finance, Town Hall Support and Function lettings.

#### **3. General Purposes Terms of Reference**

1. To **appoint** Working Groups, as necessary, to undertake particular tasks and report back to F & GP.
2. To **recommend** appropriate Strategies and Policies to the Town Council.
3. To **oversee** the implementation and maintenance of those approved Strategies and Policies, which fall within the remit of the F & GP.
4. To **oversee and review annually** the development and maintenance of the Town Council's Procedures and Processes (including Standing Orders, Financial Regulations and Accounting, Staff Management, Filing & Archiving, Security and Risk Assessment Procedures) and to **recommend** to the Town Council all proposed changes to Standing Orders or Financial Regulations and any major changes proposed to other Procedures & Processes.
5. To **ensure** that annual Risk Assessments are carried out in relation to all properties and land owned by the Town Council and that any necessary follows up action is taken.
6. To **oversee** arrangements for:
  - Liaison with Sussex Police, particularly in relation to matters of public safety and security; and
  - Civic and Ceremonial events in which the Town council has involvement.
7. To **make recommendations** to the Town council in respect of Honours and Awards.
8. To **oversee** the management of Town Council Support staff and, in conjunction with the Town Clerk, deal with any Staff Management issues but referring any serious disciplinary matters or complaints from staff to the full Town Council for resolution.
9. To **recommend** a course of action to full council on all general issues (excepting those specifically within delegated authorities of other Committees).

#### **4. Finance Terms of Reference**

1. To **recommend** to the Town Council, in the Autumn of each year, an Annual Budget for the Financial Year commencing in the following April, such recommendation to include specific proposals on the numbers and pay rates of Town Council employees.

2. To **monitor** Income and Expenditure against Town Council's agreed Annual Budget on a monthly basis and to **report** to the Town Council any significant financial concerns (e.g. a projected overspend on the Overall Budget or on one of the Budget Segments [*F & GP, P & E, Town Hall Support or Functions Lettings*]).
3. To **undertake** a Mid-Year Review (MYR) of Income and Expenditure in October of each year and to **recommend** to the Town Council any appropriate Virement of Funds between Budget Headings and /or Budget Segments.
4. To **oversee** the production of the End of Year Accounts and to **recommend** such End of Year Accounts to the Town Council.
5. To **ensure** that an Internal Audit of the End of Year Accounts is properly arranged and conducted and that the required documents are submitted for External Audit in a timely manner.
6. In conjunction with the Town Clerk *and RFO* (whose own delegated authorities are to be clearly specified), to **exercise direct control** over Income and Expenditure within the F & GP Segment of the Annual Budget – but to **seek Town Council approval** for any proposed use of Contingency Funds or (Reserve) Balances.
7. To **monitor** any decisions taken by the Town Council or any of its Committees, on the Virement of Funds between Budget Headings and **ensure** that any such Virements are properly recorded in the Town Council's Accounting System.

#### **5. Town Hall Support Terms of Reference**

Town Hall support embraces maintenance of the fabric and furnishings of the Town Hall property, the operational readiness of the building and the staffing of the building for these purposes.

1. To **submit to the Town Council** in the autumn of each year, a proposed Annual Budget for Town Hall Support in the succeeding Financial year.
2. In conjunction with the Town Clerk (whose own delegated authorities are clearly specified), to **exercise direct control** over Income and Expenditure within the Town Hall Support segment of the approved Annual Budget – but to **notify the Town Council** of any decisions on the Virement of Funds between the Town Hall Support Budget headings and to **seek Town Council approval** for any proposed use of Contingency Funds or (Reserve) Balances.
3. To **ensure** that the Town Hall building, and its fittings and furnishings, are maintained in a manner that complies with all legislation relating to public buildings and the purposes for which the Town Hall is to be used.
4. To **oversee** the management of Town Hall Support staff and, in conjunction with the Town Clerk, deal with any Staff Management issues but referring any serious disciplinary matters or complaints from staff to the full Town Council for resolution.
5. To **refer to the Town Council** any proposed alterations to the conditions of service, hours of employment or rates of pay for Town Hall Support staff.
6. To **recommend a course of action to full Council on** all general issues relating to Town Hall Support

#### **6. Functions Lettings Terms of Reference**

Functions Lettings embraces the entirety of the Functions Lettings operation, which is aimed at generating income in order to offset the costs of Town Hall maintenance and promoting wider usage of the Town Hall.

1. To **maintain** a (rolling) 3-year Business Plan for the Functions Lettings operation and regularly **review** changes and hire fees in the light of annual targets.
2. To **submit** in the Autumn of each year, a proposed Annual Budget (with details of projected income and estimated expenditure) for Functions Lettings in the succeeding Financial Year.
3. To **exercise direct control** over Income & Expenditure within the Functions Lettings segment of the approved Annual Budget – but to **notify the Town Council** of any decisions on the Virement of Funds between Functions Lettings Budget Headings. *[Note: Functions Lettings operates as a self-contained “business” and is not permitted access to either Town Council Contingency Funds or Town Council (Reserve) Balances]*
4. To **ensure** that the Functions Lettings operation complies with all necessary legislative requirements (including those relating to Weddings, Civil Ceremonies, Entertainments and Liquor Sales), that all appropriate Licences are in place and that the terms and conditions of such Licences are complied with fully.
5. To **oversee** the management of Function Lettings staff and, in conjunction with the Town Clerk, deal with any Staff Management issues but referring any serious disciplinary matters or complaints from staff to the full Town Council for resolution.
6. To **hold regular meetings** with Functions Management Team and to **provide day to day support** for the Function Manager via a roster of F & GP members.
7. To **refer to the Town Council** any proposed alterations to the conditions of service, hours of employment or rates of pay for Functions Lettings staff.
8. To make recommendations to the Town Council regarding permissions and term and conditions for use of the Town Hall.
9. To **consider** new business opportunities and **review** marketing and advertising strategies on a regular basis.
10. To **recommend** a course of action to the Town Council on all general issues relating to Functions Lettings.