

TERMS OF REFERENCE OF COMMITTEES OF THE COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

The Powers, Duties and functions of this Committee are as follows :-

1. *Constitution*

The Constitution of this Committee shall be eight (8) Member of the Council. The Town Mayor and Deputy Town Mayor are ex officio Committee Members.

2. *Attendance at meetings*

All members of the authority may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless a member of the Committee

3. *Purpose*

- Control of the finances of the Council, including recommending the annual budget; proposing a precept demand for the billing authority to be put before full Council.
- To renew Standing Orders and the authority's committee structure, constitution and procedures
- To consider grants to organisations for the encouragement and support of the work of those organisations concerned with cultural, charitable, sporting and leisure activities.
- To consider legislation and the consequences thereof upon this authority and disseminate such information to all Members of the authority and their staff.
- To consider all matters appertaining to any re-organisation of Local Government and the ramifications for this authority.
- To recommend policy for the authority to all Members of the Council including all issues arising from the Quality Council's mandate.
- To consider all aspects of the management of property and land which is owned by this authority; leased to the authority or over which this Council has control (except such areas that are included in the Civic Amenities sphere of activity).

- To consider all aspects of Health and Safety for those buildings and land over which this Council exercises control except those Health and Safety matters expressly dealt with by the Civic Amenities Committee.
- To consider matters deferred by full Council
- To consider virement requests from other committees of the Council.
- To consider all matters regarding staff of the Council through the Staffing Sub-Committee.
- To enforce the authority's policy regarding:
 - Licensing
 - By-laws

4. *Sub-Committees/Working Groups*

The Finance and General Purposes Committee shall form the following Sub-Committee:

Staffing, consisting of:

Chairman of Finance and General Purposes (Convenor)

Three (3) Members of the Finance and General Purposes Committee

Complaints – as staffing to consider complaints made against the Council by members of the public.

5. *Delegated Powers*

This Committee has delegated powers to make binding decisions on behalf of the Council as indicated at paragraph 3, provided that in all cases the meeting is quorate.

6. *Quorum of Committee*

Three members of the Committee shall constitute a quorum of the Finance and General Purpose Committee. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

7. *Review*

These terms of reference are to be reviewed annually in June.