



TERMS OF REFERENCE

Finance and General Purposes Committee

1. To exercise the powers and duties of the Town Council in financial matters, including.
 - a. All applications for financial assistance.
 - b. Accounting, banking and payroll arrangements.
 - c. Insurance.
 - d. Advertising.
 - e. Staff Costs.
 - f. Subscriptions.
 - g. Charitable Trusts and voluntary organisations.
 - h. Management of the Town Council's premises, administration and capital expenditure.
 - i. Town Council costs, including the Annual Town meeting, Councillors' expenses and training, and gifts and presentations.

2. To consider and make recommendations on:
 - a. All financial matters affecting the Town Council, including Precepts, budgets, accounts, payments and contracts.
 - b. The appointment, pay, superannuation and conditions of service of Town Council staff and staff/councillor training.
 - c. Staff and Council member training.
 - d. New Town Council premises and use of existing premises.
 - e. Mayoral costs, including the civic car.
 - f. Town Council vacancies and electoral arrangements.
 - g. Twinning and friendship links.

- h. Annual Reports.
 - i. The implementation of the Council's aims and objectives
 - j. The Council's progression towards the achievement of quality Council status.
 - k. The selection and engagement of professional advisors
 - l. All statutory and legal matters affecting the Town Council (including byelaws)
 - m. Complaints procedures and the resolution of complaints received
3. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and submit these to the Finance and General Purposes Committee for the calculation of the precept for the ensuing year.
 4. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.