

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

Terms of Reference

Finance and General Purposes Committee

Membership – up to 8 Members

(To be elected annually at the Annual Meeting of the Council each year)

- The Chair and Vice-Chair of the Council shall be ex-officio, a voting member of every statutory Committee.
- The Finance and General Purposes (F&GP) Committee is to consist of up to 8 members: this must include the Chair and Vice-Chair of the Council, plus up to 6 Town Councillors.
- The Chair and Vice Chair of the F&GP Committee are to be elected annually at the first meeting of the Committee following the Annual Meeting of the Council and shall hold office until the first meeting of the Committee following the Annual Meeting of the Council in the subsequent year.
- The quorum of the committee is four.

Aims

To provide effective, efficient and professional management of all financial matters relating to the Council.

Objectives

To ensure that the council acts lawfully in relation to all expenditure and maintains adequate financial controls. To be accountable for audit purposes.

Meetings

The Town Clerk will call F&GP Committee meetings (once a month). Members will be summoned to attend meetings which will be held in a meeting room in the parish and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Documentation

Minutes of all meetings will be recorded by the Town Clerk and circulated at Full Council meetings of Bingley Town Council. All resolutions and recommendations to Full Council shall be recorded in the minutes.

Accountability

The F&GP Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference.

Dispensations

The F&GP Committee has delegated authority to deal with dispensations in relation to items on the committee's agenda.

Scope

The F&GP Committee to:

- Be responsible for reviewing the Council's Financial Regulations and Standing Orders on an annual basis and making any necessary recommendations to the Full Council.
- Be responsible for monitoring the council's Financial Regulations.
- Be responsible for reviewing bank statements and checking reconciliations.
- Be responsible for and implementing internal controls.
- Receive, examine and implement the internal auditor's reports and recommendations and to ensure that recommendations are made to Full Council as necessary.
- Deal with and determine all requests for grants from the Council.
- Be responsible for the appointment of the internal auditor and financial advisor. To make any recommendations to Full Council as necessary.
- Consider the review of the effectiveness of internal control on an annual basis and be responsible for and implement internal controls.
- Recommend the level of the precept to the Full Council on an annual basis.
- Be responsible for the risk assessment of all Town Council activities.
- Ensure there is adequate insurance provision for all Town Council activities and assets.
- Review the Town Council's Asset Register.
- Consider contracts for the Council. The committee has delegated authority to award contracts up to £8,000.
- Review the council's insurance at least annually or as required.
- Be responsible for the Town Council's allotments.
- Be responsible for the Town Council's communications including website, newsletters and promotional materials, social media platforms and events if the EMAC Committee is no longer in existence.
- Be responsible for the Town Council's work to regenerate, improve and maintain the physical environment of the parish.
- Be responsible for the Town Council's involvement with the Bradford Council Emergency Plan.
- Be responsible for the Council Hub.
- Be responsible for and deal with the Abusive, Unreasonably Persistent or Vexatious Members of the Public Policy.

- Consider and make recommendations to the Full Council on other issues that are not directly covered by the remits of the other standing committees (i.e. Planning and Staffing).
- Deal with other matters referred to the committee by the Town Council.
- Set up sub committees/working groups for any of the areas within its scope of work, as required.
- Delegate actions or expenditure to the Town Clerk, as required.
- Have delegated powers through the Chair to issue press statements regarding financial matters on behalf of the Full Council.

Review

The F&GP Committee's terms of reference are to be reviewed annually at the Annual Meeting of the Council.

Date of approval: 16th May 2023; **Date of next review:** May 2024.