



Finance & General Purpose Committee (F&GP) – Terms of Reference

1. Delegation

- 1.1. Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year.
- 1.2. Highworth Town Council has agreed to adopt the F&GP Committee Terms of Reference at its Meeting held on the 10 May 2022 and recorded the decision under Minute 9 of the Annual Council. Members were also elected to this Committee at this Meeting.
- 1.3. The Committee has delegated authority to approve the monthly accounts and payments

2. Membership

- 2.1. The F&GP Committee shall consist of a minimum of 5 and a maximum of 9 Councillors who shall be elected each year at the Annual Council Meeting. If not Members of the Committee in their own right, the Chairman and Deputy Chairman will be Members of the Committee for the duration of their term of office with voting rights.
- 2.2. Meetings must have a third or 3 Members, not including ex-officio members, to be quorate.¹

3. Procedures

- 3.1. The Committee will operate within Highworth Town Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2. At the Annual Council Meeting Highworth Town Council shall elect a Chairman and Deputy Chairman for this Committee, if considered appropriate, for the forthcoming year from amongst its appointed Membership. The Chairman and Deputy Chairman may be re-elected.
- 3.3. The Committee will agree the Minutes of its Meetings at the next appropriate meeting of this committee, Minutes will be noted at Full Council once approved by the Committee. Minutes will be circulated to all Councillors and published on the Council Website.
- 3.4. The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in October.

1.1. ¹ Standing Order 4d (viii).

- 3.5. The Clerk or the appointed Officer will provide administrative support for the Committee.

4. Meeting Dates

- 4.1. The schedule of Meetings shall be agreed at the Annual Council Meeting and the Committee shall meet at least annually.

5. Committee Functions

- 5.1. The Committee shall advise the Full Council on the financial aspects of the Council ensuring good governance arrangements during the year. In particular they must demonstrate the accounts have been properly prepared and approved.
- 5.2. To ensure there is a system of internal control in place.
- 5.3. To ensure the Council has taken reasonable steps to comply with the law.
- 5.4. To ensure the accounts have been published for general inspection so that electors' rights can be exercised.
- 5.5. To ensure the Council has assessed all possible risks to public money.
- 5.6. To ensure there are no potentially damaging or hidden issues such as an impending claim against the Council.
- 5.7. To ensure significant differences in the figures from the previous year will be explained.
- 5.8. To ensure the Council has properly managed any Trust Funds.
- 5.9. To consider the annual and supplementary estimates of budgets and make appropriate recommendations to the Council.
- 5.10. To recommend the Precept requirement to Full Council for approval.
- 5.11. To be responsible for reviewing and updating Policies and making recommendation to Full Council.
- 5.12. To review on an annual basis the Council's adopted Financial Regulations for managing all aspects of Council's finances and recommend any amendments as appropriate for adoption by Full Council.
- 5.13. To monitor the annual budget against expenditure and make recommendations to Full Council and Committees.
- 5.14. To authorise the schedule of payments and receipts.
- 5.15. To make recommendations to Full Council in respect of financial irregularities.
- 5.16. To make recommendations to Full Council on borrowing contracts and loan sanction.

- 5.17. To monitor all funds and investments.
- 5.18. To receive the report from the Auditor and make recommendations to Council.
- 5.19. To institute legal proceedings for the recovery of debts and write off bad debts.
- 5.20. To ensure the insurance is reviewed and settle claims as advised by the Council Insurers.
- 5.21. To consider and make recommendations to Full Council in respect of the acquisition or disposal of land.
- 5.22. To be responsible for all administrative buildings, i.e. Council Offices, Market Square.
- 5.23. To consider the financial implications of the Council's responsibilities arising from any non-budgeted recommendations of its Committees.
- 5.24. To oversee the running of the Highworth Saturday Market.
- 5.25. To appoint a qualified Internal Auditor to carry out an Internal Audit on an annual basis and to provide all the relevant information to satisfy the Audit Commission at the year-end for external audit purposes.
- 5.26. To be responsible for the setting of all Fees and Charges in relation to Highworth Leisure and the sub-letting of Highworth Community Room.
- 5.27. To promote closer working relations and develop partnerships with Swindon Borough Council, other relevant statutory bodies, Local Clubs, Organisations and Societies.
- 5.28. To provide appropriate support to implement all improvement projects undertaken by Highworth Town Council.
- 5.29. To monitor, develop and amend the Highworth Town Council Freedom of Information Policy.
- 5.30. To set all Cemetery Fees.
- 5.31. To be responsible for the drawing up, updating and application of byelaws for the Allotments & Cemeteries.
- 5.32. To work in partnership with all the appropriate funding bodies to help to provide, improve and upgrade recreational and open space facilities for the benefit of Highworth.
- 5.33. To select from its Membership a person or persons to represent Highworth Town Council at appropriate Meetings and public enquiries to represent Highworth Town Council's previously agreed views on matters that are the direct responsibility of the Finance Committee.