



THE FINANCE & AUDIT COMMITTEE

TERMS OF REFERENCE

1 Sustainability

- 1.1 All Committees should first consider the environmental impact of any decision made by it on behalf of the Council

2 Equality

- 2.1 The Town Council is committed to equal opportunities in employment and service delivery. The policies and practices of the Council aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. The Council seeks to treat people fairly and with dignity and respect and every Committee will be mindful of these values in its decision making process

3 Advisory Responsibilities

- 3.1 Recommendation to Council of the Budget to be set for the ensuing year
- 3.2 Recommendation to Council of the Precept to be levied for the ensuing year
- 3.3 Recommendation to Council of the Annual Accounts (Financial Statements), Annual Governance Statement and Accounting Statements of the Annual Return (AGAR)
- 3.4 Advise Council of any potential overspend of significance by Committees that does not have adequate nominated designated reserves to cover the expenditure
- 3.5 To recommend to Council any CIL spending projects

- 3.6 To advise Council of any recommended change to the Committee's Terms of Reference

4 Delegated Responsibilities within budget

To receive and consider all the following matters using executive powers once general policy and expenditure has been approved by the Town Council

- 4.1 The arrangements for the efficient control and management of the Council's financial affairs and on the financial standing of the Council
- 4.2 The external financial regulations as they relate to Council affairs
- 4.3 The consideration of annual estimates of income and expenditure and the provision for capital expenditure
- 4.4 Undertake a Financial Risk Assessment Management review, at least annually, to include an annual appraisal of approved suppliers and retained service providers
- 4.5 The release of funds from reserves
- 4.6 The release of nominated designated reserves to Committees
- 4.7 Any virement between budget heads
- 4.8 Any borrowing or investment activities
- 4.9 Any financial overspend implications relating to the Town Council and its Standing Committees
- 4.10 To review Town Hall expenditure over income, at least annually
- 4.11 To review Cemetery expenditure over income, at least annually
- 4.12 The control of the Council's insurance arrangements

- 4.13 The appointment of the Council's bank, investment provider, insurance provider, the internal auditor and accountant
- 4.14 To respond to the internal auditor's annual Management Letter
- 4.15 The appointment of any necessary external consultants or contractors
- 4.16 The review of its Terms of Reference, at least annually
- 4.17 Any arrangements for securing value for money
- 4.18 Any debt write-offs
- 4.19 Any such matters that, from time to time, Council may remit
- 4.20 To oversee the Asset Register Review Group and approve and adopt its minutes accordingly
- 4.21 The nomination, when appropriate, of members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council

5 Powers Delegated to the Town Clerk or Responsible Financial Officer after consultation with the Chair or Vice Chair in the Chair's absence

- 5.1 The approval of expenditure between £3,501 and £5,000 relating to any matter within the Committee's responsibilities. Anticipated expenditure above £5,000 to be referred to Committee

6 Powers Delegated to the Town Clerk or Responsible Financial Officer and Officers

- 6.1 After a probationary period of at least six months, and subject to a further extension at the discretion of the Town Clerk, the approval by the Finance & Facilities Officer (FFO)

of expenditure of £1,000.00 or less relating to any matter within the Committee's responsibilities

- 6.2 The approval by the Town Clerk or Responsible Financial Officer (RFO) of expenditure of £3,500 or less relating to any matter within the Committee's responsibilities

7 Membership

- 7.1 Membership of the Committee shall comprise no more than nine members plus the Mayor
- 7.2 All members of the Committee will be serving members of the Town Council
- 7.3 Members of the Committee requesting a specific agenda item should ensure their proposal is well researched, feasible and costed if it is to be considered for debate

8 Quorum

- 8.1 The Committee shall be quorate when a third of voting members are present.
- 8.2 If less than a third of voting members are present, the meeting shall stand adjourned unless, at the discretion of the Chair, it be considered that the meeting should continue for information purposes only. No business will be transacted or vote taken

9 Committee Chair

- 9.1 The Committee will elect a Chair and Vice Chair from their number in accordance with the procedure as specified in Council's Standing Orders
- 9.2 If the Chair is not present, the Vice Chair will take the meeting. If neither is present, members will elect a Chair for the meeting from amongst their number, unless the Mayor is present, when he/she would take the Chair

10 Clerking Arrangements

- 10.1 The Town Clerk will ensure that appropriate clerking arrangements are in hand for the Committee
- 10.2 The Committee shall keep accurate Minutes of its transactions and shall cause the Minutes to be recorded in books kept for that purpose by Council

11 Frequency and Timing of Meetings

- 11.1 The Committee shall meet not less than four times a year. Meetings shall normally be held at 6:30pm on a Tuesday in the Town Hall

12 Standing Orders and Financial Regulations

- 12.1 The Standing Orders and Financial Regulations of Council will apply to the running of the Committee as appropriate

Town Clerk
V6 November 2024

Terms of Reference Control Sheet

Document Ownership:	Finance and Audit Committee
Full Review:	Every year – September

Version	Description of Amendment (including paragraph)	Date
V3	References to Deputy Town Clerk (DTC) changed to Responsible Financial Officer (RFO) Authorisation Limit for FFO changed to £1,000	July 2021
V4	Addition of Asset Register Sub Group to Finance and Audit Committee Removal of Virtual meeting start time	April 2022
V5	Removal of June 2020 and replaced with version number. No change to policy.	September 2023
V6	Removal of Appointment to Environmental Sustainability Panel Amendment to Chairman to read Chair	November 2024