

WILMSLOW TOWN COUNCIL

TERMS OF REFERENCE FOR THE FINANCE AND GENERAL PURPOSES COMMITTEE

The Committee shall consist of the following:

The Chairman and Vice-Chairman of Council as ex-officio members.

Other members elected by the Council at the Annual Meeting of the Council or at any other time as agreed by the Council.

A quorum of the Committee will be a third or three, whichever is the greater.

The Committee will meet as required but normally on the 4th Monday.

The Committee is required by the Council:-

- a. To settle and keep under review the format and presentation of the Council's budgets and the financial parts of the Annual Report.
- b. To monitor the overall financial performance of the budget against estimates (capital and revenue).
- c. To approve such payments as may be necessary for the effective operation of the Council and incurred in pursuance of the policies of the Council.
- d. To secure the implementation of any measures recommended by the Responsible Financial Officer, Internal Auditor or External Auditor.
- e. To submit recommendations on the above, where applicable, to Council.
- f. To order, regulate and generally supervise the Council's finances.
- g. To consider the Annual and Supplementary Estimates brought forward by other Committees or Working Groups and make appropriate recommendations thereon to Council.
- h. To appoint an Internal Audit Working Group, to determine the Terms of Reference of the Internal Audit Working Group and to give consideration to the reports of the working Group
- i. In the case of services undertaken or to be undertaken by external contractors selected after competition, to be responsible for (in accordance with Contract Standing Orders):
- j. Specifying the standards and other terms to be applied within the tender documents;
- k. Selection of tenderers;
- l. Assessment of bids and award of contract;
- m. Subsequent monitoring of contractors' performance;
- n. Adjustment or standards or variation of contract terms if appropriate;

- o. All such action as may appear necessary in connection with unsatisfactory performance under the relevant contract.
- p. To raise loans to meet the capital requirements of the Council for such amounts and on such terms as are considered necessary by full Council.
- q. To raise and repay temporary loans as instructed by the full Council.
- r. To arrange, review and pay all necessary insurance policies and settle claims in respect thereof.
- s. To consider applications for grant funding in compliance with the grant criteria and to make recommendations to the Town Council.
- t. To oversee compliance with GDPR including the formulation of recommendations to be put before the Town Council. To ensure the proper management of all property owned or leased by the Council, and to be responsible for the strategic and routine maintenance of such property.
- u. The Committee will engage with Cheshire East Council to identify and investigate all appropriate service delivery and asset transfer opportunities.
- v. The Committee shall consider the merits of taking on specific assets and transferred / devolved services from Cheshire East Council to the Town Council before making recommendations to the Town Council.
- w. The Committee will consider the development of existing and potential future Town Council assets and make recommendations including, but not restricted to, the development of the allotment portfolio, the allotment tenancy policy, the terms of lease offered to allotment holders and the setting of allotment rents.
- x. The Council shall be authorised to incur expenditure up to £2000 in order to be able to prepare appropriate recommendations to the Town Council relating to asset transfers and service delivery without prior authorisation of the Council.
- y. The Committee will oversee on behalf of the Town Council the management of all development projects.
- z. The Committee shall be authorised to incur expenditure up to budgeted levels on projects relating to asset transfer and service delivery that have been approved by the Town Council.
- aa. The Committee shall consider any employment issues relating to the efficient operation of the Town Council.
- bb. The Committee will make recommendation to the Town Council on all matters relating to staff discipline, staff remuneration and recruitment.
- cc. The Committee shall provide a summary report of each meeting to the Council at the next practicable meeting of the Council. In making the report, the Chairman of the Committee, or other member of the Committee making the report, shall take the necessary steps to ensure that matters of a personal nature relating to the employment of officers and staff are protected and if appropriate moving pursuant to section 1(2) of

the Public Bodies (Admission to Meetings) Act 1960, as amended, the motion that the Public and Press be excluded from the meeting due to the confidential nature of the business.

Approved 17th June 2019