

ALCESTER TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

TERMS OF REFERENCE

MAY 2023

Membership	Mayor, Deputy Mayor plus three councillors elected annually
Chair	Mayor
Non-members	Any member of Council may attend but may not participate or vote. They may speak in the public participation session.
Quorum	3 members
Timing	Monthly
Reports to	Full Council
Administration	Town Clerk

In accordance with the Scheme of Delegation, the Finance and General Purposes Committee is delegated to make decisions on behalf of the Council in the following matters:

1. Approval of its Minutes as true and correct records.
2. All matters relating to financial management of the Council's affairs including legal matters, excluding the final setting of a precept or any amount to be borrowed.
3. Following consultation with Lead Councillors (as appropriate), to receive estimates from the RFO for all budget headings to enable the establishment of an overall budget estimate for recommendation to Full Council as laid down in Financial Regulations.
4. The monitoring of all budgets on an ongoing basis, taking action where required to vire (transfer) unspent provision to ensure that the overall budget parameters are maintained.
5. Audit arrangements, including the selection and review of Internal Auditors.
6. Authorisation of expenditure on works up to a maximum of £5000.
7. The maintenance of a Fixed Asset Register. The safe custody and upkeep of all accoutrements and objects of interest or value in the ownership of the Council.
8. The maintenance and safe custody of the civic insignia.

9. To negotiate any changes to existing lease agreements and negotiate terms for all new lease agreements remaining mindful of the Council's financial responsibilities.
10. Corporate Management including matters of general policy ahead of recommendations to Full Council.
11. Reviewing the Council's Financial Regulations / Standing Orders and Council policies as required (all amendments to be approved by Council).
12. Recommendation of the overall Council budget for each financial year.
13. To ensure that all activities carried out within the Council's property have due regard to Health & Safety, Disability Discrimination Act, Equality Act and comply with all legislation in terms of public safety.
14. To review and set all burial fees, allotment fees and hire fees for the Eric Payne Community Centre.
15. Any other matter that has been delegated to it by the Council from time to time.
16. The Committee may refer specific matters to the Council for a final decision if it so wishes.

Approved by F & GP Committee – 30th May 2023

Approved at Full Council on 6th June 2023

To be reviewed May 2024 or earlier if required