



WINCANTON TOWN COUNCIL

Finance and General Purposes Committee

Terms of Reference

Name

1. The Committee shall be known as the **Finance and General Purposes Committee**.

Membership

2. Membership of the Finance and General Purposes Committee shall be ratified at the Annual Meeting of the Council in May of each year.
3. Membership of the Committee is open to Councillors only who wish to be a member,
 - 3.1 Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
4. The Committee shall be subject to a quorum of 3 or one third of its membership.

Chairman

5. The Committee shall elect a Chairman at the first meeting after the Annual Town Council Meeting. The Chairman's period of office is for one year.
6. The Committee shall elect a Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chairman's period of office is for one year.
7. The Chairman if present shall Chair the Committee meeting.

Conduct of the Meeting

8. The Finance and General Purposes Committee shall be administered and managed in accordance with these Terms of Reference.
9. All meetings of the Finance and General Purposes Committee shall be convened in accordance with the Town Council's Standing Orders and current legislation.
10. All business undertaken at the Finance and General Purposes Committee shall be done so in accordance with the Town Council's Standing Orders and current legislation.
11. Minutes of the Finance and General Purposes Committee meetings shall be produced by the Clerk and distributed to the members of the Committee for agreement.
12. The minutes of the Finance and General Purposes Committee, once agreed, shall be distributed to all Council Members to be adopted at the next Full Council meeting.

Area of Operation

13. The Finance and General Purposes Committee shall advise and recommend to Full Council on issues relating to the annual budget, expenditure, grant allocations, staff matters, administrative matters, property and equipment matters, amendments to Standing Orders, regulations, policies and procedures and any other such matters as directed by Full Council.
14. The Finance and General Purposes Committee has no authority to proceed with expenditure until referred to Full Council for approval.
15. The Finance and General Purposes Committee shall ensure that statutory and legal requirements and best practice are adhered to.
16. The Finance and General Purposes Committee shall have an overview of the quarterly budgets to monitor expenditure against budgets and to look for opportunities to increase income and reduce costs.
17. The Finance and General Purposes Committee shall promote best practice and have a commitment to improving the quality of Town Council services at all times.
18. All matters discussed at the Finance and General Purposes Committee shall remain confidential until such time they appear in the minutes.

Adopted at the Full Council Meeting 12th October 2020 Minute 0137

Reviewed: May 2021
Next Review: May 2022