

**SHREWSBURY TOWN COUNCIL
FINANCE & GENERAL PURPOSE COMMITTEE
Monday 14th June 2021**

Officer: Helen Ball – Town Clerk

TERMS OF REFERENCE & CHAIRMANSHIP

Purpose of Report

- To note the Terms of Reference of the Committee as delegated by Full Council
- To note the appointment of Committee Chairman & Vice-Chairman

Terms of Reference

Finance and General Purposes Committee

Membership: Eight members of Full Council

Quorum: Four

Reports to: Full Council

Role of the committee: The overall purpose of this standing committee is to ensure that the council's finances, staffing, and its statutory obligations are conducted in accordance with legislation, statutory regulations and good practice, and to administer services, which are not the responsibility of the other standing committees.

- 1 To conduct effectively the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council's work under review.
- 2 To consider and keep under review:
 - (i) The strategic vision/main objectives of the Council.
 - (ii) All major issues of policy affecting the Town Council's area.
 - (iii) The development of existing, and introduction of new, services.
 - (iv) The order of priorities between services or projects, and to advise other committees accordingly.
 - (v) Relationships with Shropshire Council and other public bodies and outside organisations.
- 3 To consider the resources available to meet the Council's objectives in terms of land, finance and manpower and to advise other committees and the Council as required.

To have charge of the financial and accounting arrangements of the Council.
- 4 To consider the financial implications of the Council's plans and to recommend to the Council levels of expenditure in connection therewith.

- 5 To consider estimates of this committee and of other committees of income and expenditure on continuing services and payments on capital account for the next and future financial years.
- 6 To review all charges and fees made or proposed by all committees.
- 7 To submit to the Council estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and make a recommendation as to the Council's Precept.
- 8 To appoint internal & external auditors and receive annual reports and act on any recommendations.
- 9 To oversee the preparation of the End of Year Accounts and the Annual Governance and Accounts Return including the Council's commitment to its Governance Statement for recommendation to Full Council.
- 10 To be responsible for the Councils' Revenue & Capital Budget and any works scheduled therein.
- 11 To be responsible for expenditure within the limits previously approved by the Council.
- 12 To consider and approve as appropriate requests from other committees to incur expenditure greater than already approved by the Council, and also to consider any such requirement in respect of its own expenditure.
- 13 To review Policies & Procedures, Internal Controls, Standing Orders & Financial Regulations, terms of reference of committees and terms of delegation to officers recommend amendments to the Council.
- 14 To consider applications for grants and to approve any such grants.
- 15 To manage any external funding receipts including s106/Community Infrastructure.
- 16 To approve all tenders above which delegated authority has not been given to officers.
- 17 To consider and decide upon recommendations from service committees for variations in staffing.
- 18 To be responsible to the Council for and review the effectiveness and efficiency of all services which do not fall within the province of any one committee.
- 19 To consider all matters arising in relation to the boundaries of the town, the number of Town Councillors and elections of any kind within the town and make recommendations to the Council.
- 20 To consider any matters affecting members, including members' allowances and the Council's Programme of Meetings.
- 21 To be responsible for the Council's assets, records and archives.
- 22 To be responsible for council's market rights and investment properties and other premises owned or leased to the council (save for council properties reserved to other committees according to their responsibilities).

- 23 To be responsible for all external communications and publicity matters, including any Annual Report, and the production of any town newsletters.
- 24 To be responsible for the council's electronic governance arrangements, including the council's website and social media platforms
- 25 To be responsible for public relations and major civic hospitality and ceremonies.
- 26 To oversee the civic arrangements of the Council.
- 27 To respond to local, regional and national consultations on behalf of the Council.
- 28 To oversee the Council's commitment to its Climate Emergency Declaration.
- 29 To review the Council's risk including provision of insurance (including any potential claims).
- 30 To initiate and oversee any legal proceedings on behalf of the Council.
- 31 To oversee the Town Council's commitment/contribution towards the vision of the Shrewsbury Big Town Plan.
- 32 To oversee the Council's Pension Fund arrangements including agreeing any policy documents & criteria.
- 33 To consider the provision of any new service, facility or asset.

Other Responsibilities

The Finance & General Purpose Committee also has a number of other Committees and Working Groups that feed into its work; namely:

- Climate Emergency Standing Committee
- Youth Working Group
- Civics Working Group

Chairmanship

Council made the following Chairmanship appointments

Chairman Councillor Alan Mosley
Vice-Chairman Councillor Pam Moseley

RECOMMENDATIONS:

1. That the report be noted