



CORFE MULLEN TOWN COUNCIL

TERMS OF REFERENCE

FINANCE AND ADMINISTRATION SERVICES COMMITTEE

Purpose

The Finance and Administration Committee is the senior Standing Committee of Corfe Mullen Town Council ('the Council'). Its purpose is to suggest, advise, decide and recommend on all matters regarding resources and finance, under its delegated powers, and to make recommendations to the Council on any matters requiring its attention.

Membership

The Finance and Administration Committee shall be constituted in accordance with Council Standing Order no. 4 and will comprise of a Chair and Vice Chair plus six other Councillors.

The Chair and Vice Chair term shall be an election to the committee for 12 months from the first committee meeting of the municipal year and shall cease at the following Annual Town Council Meeting.

The Committee shall be appointed by the Council at its Annual Town Council Meeting and shall comprise of a maximum of 8 members. The Chair of the Council shall be a standing member.

Quorum shall be three or at least one-third of its members, whichever is the greater, in accordance with Standing Order no. 4d viii.

Authority, Powers and Duties

The Finance and Administration Committee shall have delegated authority from the Council under Standing Order no. 4 to make decisions i.e., by resolution, in accordance with its terms of reference.

All powers shall be exercised in accordance with any Standing Orders, policies adopted, or directions given, by the Council.

Under Standing Order no. 4d, the Finance and Administration Committee shall be authorised to appoint sub-committees and sub-groups, e.g., working parties, for the purposes to be specified by the Committee.

Responsibilities

1. To monitor the Council's budget and regulate and control the finances of the Council within statutory requirements and the Council's Financial Regulations.
2. To consider and make recommendations to the Council on the management of the Council's finances and, on any revisions, and extensions of its financial policy, including Financial Regulations.
3. To prepare and submit to the Council a final proposed budget requirement for scrutiny by the Council, to include its own estimates of income and expenditure for the next financial year, including making recommendations to the Council on the budget and setting of the precept.

4. Lead the council's grant-raising activity, including investigating the availability of grants and preparing bids and proposals.
5. To consider any grant application received by the Council and make recommendations to the Council in respect of the payments of any such grant.
6. To review annually, charges for the photocopying under the Freedom of Information Act 2000.
7. To be responsible for expenditure and make recommendations to Council within the limits set out within approved policy, Financial Regulations and Standing Orders.
8. To carry out a regular assessment of all risks facing the Council and make recommendation to the Council.
9. To oversee the management of the Council's land, property, and assets, including staff, within the limits set out within the approved policy, Financial Regulations and Standing Orders, as well as any statutory requirements.
10. 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.
11. To consider the financial implications and appropriate expenditure of the Council's plans and to accordingly make recommendations to the Council.
12. To recommend to the Council any revisions of its policies relating to matters within the remit of this Committee.
13. To approve Accounts for Payment on behalf of the Council.
14. To consider such matters as may be delegated by the Council from time to time.