

Finance and Governance Committee

Terms of Reference

MEMBERSHIP:

- 1) Ten Councillors
- 2) Membership of the Committee will be decided at the Annual Meeting of the Town Council
- 3) The first order business at the first meeting of the Committee after the Annual Town Council meeting will be to elect a Chair and Vice-Chair
- 4) A quorum will be five members
- 5) Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on items of the Agenda
- 6) The Committee will invite representatives from other organisations to the Committee meetings as required

MEETINGS:

- 1) The Committee will meet every month but may conduct business about routine financial matters by email as required;
- 2) A record of activities and decisions taken by the Committee will be recorded in the Committee Minutes;
- 3) Minutes of the Committee will be submitted to the Town Council at the next meeting for debate;
- 4) The Clerk is responsible for acting on the decisions of the Committee as directed

Financial management, monitoring and reporting:

- 1) Review and monitor the income and expenditure of the Council;
- 2) Provide guidance to Committees and the Council on overall levels of income and expenditure;
- 3) Draft annual budget in consultation with other Committees;
- 4) Recommend the annual precept to Council;
- 5) Review monthly monitoring reports of income and expenditure;
- 6) Consider at each meeting a payment schedule for recommendation to Council;
- 7) Consider audit reports and report findings and recommendations to Council;
- 8) Prepare relevant criteria for the award of grants and the annual timetable for the advertisement, receipt and consideration of Grants;
- 9) Consider all Grant applications received and to make recommendations to the Council;

Finance and Governance Committee

Terms of Reference

10) Monitor and manage the use of reserves and annually review the strategy for determining the amount of reserves.

Governance, internal control and risk management:

- 1) Annually review the Council's standing orders and financial regulations and other governance, internal control and risk management policies and procedures;
- 2) Establish proper systems of governance, risk management and internal control;
- 3) Ensure that all functions and activities of the Council comply with statutory requirements and adopted policies and procedures, including
 - a) Freedom of Information;
 - b) Transparency Code ;
 - c) General Data Protection Regulations
- 4) Consider all complaints received in accordance with the Council's complaints procedure and make recommendations to Council;
- 5) Report annually on complaints received and any lessons learnt and acted upon.

Finance and Governance Committee

Terms of Reference

RESOURCE MANAGEMENT SUB-COMMITTEE:

- 1) Manage the selection and recruitment of staff employed by the Council;
- 2) Manage all other staff related matters, including sickness absence and disciplinary and grievance procedures and policies as the need arises;
- 3) Manage the performance of staff and establish arrangements for an annual appraisal of his/her performance and professional development requirements;
- 4) Establish arrangements for the development, training and performance management of all other staff employed by the Council;
- 5) Develop a programme of Member training and development;
- 6) Report annually on Member and staff training undertaken and skills developed during the year;
- 7) Oversee the use of information and communications technology, including management of the Council's website and social media in support of the Council's business activities and functions
- 8) Prepare a community engagement strategy to involve the local community in decision making and partnership working on Council projects and initiatives

FESTIVAL AND EVENTS SUB-COMMITTEE:

- 1) Promote festivals and events in accordance with budgets set by Finance & Governance Committee and Full Council;
- 2) Invite organisations to present ideas on festivals and events;
- 3) Seek the views of the business community and the public on how the festivals and event programme should be developed;
- 4) Ensure that applications for festivals and events funding meet the criteria and timetable set by the Finance and Governance Committee
- 5) Ensure that contracts in accordance with the Council's financial regulations and standing orders are properly entered into for all festivals and events which receive funding from the Council;
- 6) Ensure that Morecambe Town Council receives publicity from festivals and events that the Council funds and supports;
- 7) Annually evaluate festivals and events supported to ascertain their 'added value';
- 8) Work in partnership with relevant organisations to maximise the scope and funding opportunities for festival and events;
- 9) Recommend award of funding to Finance and Governance Committee and full Council.