



WELLINGTON TOWN COUNCIL

COMMITTEE TERMS OF REFERENCE

Committee Name	Policy & Finance		
Lead Officer(s)	Town Clerk Finance Manager (RFO)		
Membership	9 Councillors		
Reports To	Full Council		
Date of Adoption	01 July 2024	Review Due	ATC Mtg 2025

1. Purpose

- 1.1. To review, report on, make decisions, and recommendations to the Council on all matters relating to corporate governance, policies, procedures, finance, staffing and health and safety.

2. Summary of Responsibilities

- 2.1. The Committee shall have delegated authority to:

- 2.1.1. Monitor, review, and approve monthly expenditure and accounts for payment.
- 2.1.2. Monitor, review, and approve monthly bank reconciliations.
- 2.1.3. Monitor, review, and approve the Council's expenditure against the budget.
- 2.1.4. Monitor, review, and approve the Council's asset register.
- 2.1.5. Monitor, review and action matters arising from the Council's Internal Audit.
- 2.1.6. Receive, assess, and decide Grant applications within the Council's policy.
- 2.1.7. Review and approve contracts for goods and services.
- 2.1.8. Review and approve the Council's bank mandate and banking arrangements.
- 2.1.9. Development, monitoring, and implementation of the Council's Strategic Plan.
- 2.1.10. Review and approve matters relating to Staffing including HR policy management and staffing structure.
- 2.1.11. Monitor matters relating to the Council's Health and Safety Policy.
- 2.1.12. Monitor, review, and approve the Council's Risk Management Scheme.
- 2.1.13. Monitor, review, and approve the Council's Leases and Licences.

2.2. The following are reserved for Full Council, but the Committee may review and make recommendations on:

- 2.2.1. The Council's reserves.
- 2.2.2. The Council's annual budget and precept demand.
- 2.2.3. Approval of the Council's Year End Accounts and Annual Return (AGAR).
- 2.2.4. Authorisation of terms and purpose for any approval of borrowing.
- 2.2.5. Approval of the Council's Service Level Agreements.
- 2.2.6. Any policies and procedures.
- 2.2.7. The Council's Code of Conduct
- 2.2.8. The review of the Council's Standing Orders and Financial Regulations.

2.3. To assist in its responsibilities, the Committee will appoint the following Sub-Committees or working groups and shall determine their membership and terms of reference. These groups shall make recommendations to the Committee for final resolution (or recommendation to Full Council) in accordance with these Terms of Reference.

- 2.3.1. HR Sub-Committee
- 2.3.2. SLA Review Working Group
- 2.3.3. Audit Working Group
- 2.3.4. Devolution Working Group

2.4. The Committee may appoint further Sub-Committees or Working Groups as required and will set their membership and Terms of Reference.

2.5. Sub-Committees or Working Groups shall be reviewed by the Committee each year at its first meeting following the Annual Town Council Meeting.

2.6. Where a matter is considered by more than one Committee, this Committee may make recommendations to other Committees where required.

3. Spending Authority

3.1. The Committee has delegated authority to incur expenditure where items relate to its core responsibilities as set out 2.1 above.

3.2. This Committee may incur expenditure from any part of the Council's agreed budget.

3.3. The Committee may not approve expenditure that will cause a budget line to become overspent. It may, however, make such recommendations to Full Council for final approval.

3.4. Where appropriate, the Committee may further delegate specific spending authority to Council Officers. Such spending must be in line with the Council's Financial Regulations, Standing Orders and these Terms of Reference.

3.5. The Committee may prepare and approve any documents required for obtaining quotations and tenders. Awards of contracts procured through the tender process may be reviewed by the committee but must be recommended to Full Council for approval.

4. Reporting

4.1. The Committee shall, by way of presentation of draft minutes, report to the next Full Council meeting after each meeting. If appropriate, the Committee Chairman may give a verbal update.

5. Membership

- 5.1. The Committee shall comprise of nine Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.
- 5.2. At its first meeting following the Annual Council Meeting, the Committee shall appoint a Chairman and Vice Chairman for the coming Council year.
- 5.3. The Committee may appoint Lead Councillors for projects and other matters for consideration. Where a Councillor is not specifically appointed, the Chairman shall act as Lead Councillor. Lead Councillors will be authorised to work directly with Council Officers as appropriate and report updates to the committee.
- 5.4. All members of the Council are entitled to attend meetings and to speak on items on the agenda.

6. Operation

- 6.1. The Committee has power to operate only as set out in these Terms of Reference and the Council's Standing Orders as applicable.
- 6.2. Meetings shall be held once per month.
- 6.3. The Quorum of the committee is 5 Councillors. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.
- 6.4. If both the appointed Chairman and Vice Chairman are not present at the start of a meeting, the Committee will appoint another Councillor to act as Chairman for that meeting.
- 6.5. These Terms of Reference will be reviewed each year at the Annual Meeting of the Council. Changes may also be made by resolution at Full Council. The Committee can instigate any change by way of a recommendation.