

FINANCE AND SERVICES COMMITTEE

MEMBERSHIP, MEETINGS AND TERMS OF REFERENCE

1 Membership of the Finance and Services Committee

- 1.1 The Committee consists of seven councillors, appointed at the Annual Council Meeting (ACM).
- 1.2 The Chairman and Vice-Chairman of the Council should also be members of the Committee.
- 1.3 Vacancies on the Committee arising between ACMs will be filled by nomination at a Town Council meeting.

2 Meetings of the Finance and Services Committee

- 2.1 At its first meeting after the ACM the Committee will appoint a Chairperson who shall hold office until the next ACM.
- 2.2 The Committee will meet quarterly on the first Thursday of April, July, October, and January at The Beeches Community Centre, with an extra ordinary meeting held in December for the Precept setting (if required). Notice of meetings and agendas will be sent to all members of the Committee and all other councillors three clear days before a meeting. Public notice of meetings and agendas will be displayed three clear days before a meeting.
- 2.3 Committee meetings will start at 16.30 hours unless previously agreed for any particular meeting by the Chairperson in consultation with the Clerk to the Council.
- 2.4 Meetings of the Committee are public meetings. However, the Chairperson, in consultation with the Clerk, may deem some items on an agenda to be confidential. In these cases, the public will be temporarily excluded from the meeting at the appropriate point on the agenda.
- 2.5 The quorum of the Committee shall be three members.
- 2.6 At the start of a meeting or immediately before an agenda item, members of the Committee must declare any personal or personal and prejudicial interest in an item. If a personal interest is declared, the member must disclose to the meeting the nature of the interest. If a personal and prejudicial interest is declared, the member must disclose to the meeting the nature of the interest and withdraw from the meeting room.

- 2.7 The rules of debate specified in the Council's Standing Orders shall apply to Committee meetings where they are appropriate.
- 2.8 Should it be necessary to have a vote to pass a resolution on any item, the vote shall be by a show of hands. The Chairperson will have a second or casting, vote.
- 2.9 The Clerk to the Council will service the Committee - preparing agendas and agenda items, attending meetings, take minutes, and take appropriate action as decided by the Committee.
- 2.10 Any member of the Council not appointed to the Finance and Services Committee may attend meetings and take part in discussions but cannot vote.

3 Terms of reference of the Finance and Services Committee

- 3.1 The role of the Finance and Services Committee, as delegated by the Council, is to:
 - Discuss and resolve what action to take on any matter concerning the maintenance and improvement of the town and its environment. This will include matters to do with the duties and workload of the Grounds maintenance staff, grass cutting, grounds maintenance, upkeep of the cemetery, town decorations, litter, street cleaning and allotments.
 - Consider, annually, the Council's budgetary and precept requirements for the forthcoming financial year and report to the Council for decision.
 - Review and revalue, annually, the Council's Asset Register.
 - Receive reports and monitor, quarterly, actual against budget expenditure and income and expenditure, acting as appropriate.
 - Authorise the ordering of and payment for, equipment, machinery, servicing, and supplies in conjunction with the Clerk and within Council-approved budgetary limits. (Note that the Council has also delegated this power to the Finance and Services Committee Chairperson acting in conjunction with the Clerk in circumstances where decisions need to be made outside the Committee meeting cycle).
 - Refer to the Council for discussion and resolution any matters which it considers should be dealt with by the Council. This may be because of factors such as the importance or sensitivity of the matter, the scale of the financial implications or because expenditure would be beyond budgetary limits.
- 3.2 All decisions made by the Finance and Services Committee under delegated powers will be reported to the Council for information.

3.3 Level of Authority from Full Council: Delegated

3.4 The Committee shall have 7 members.

- Cllr Elaine Atkin
- Cllr Georgina Frost
- Cllr Joan Moorhouse
- Cllr Matthew Richards
- Cllr Keith Rutherford
- Cllr Robin Walker
- Cllr Elizabeth Whitley

REVIEWED 21 May 2024 – revised 19.09.2024