

TERMS OF REFERENCE AND DELEGATIONS
Finance, Governance and Asset Management Committee
As agreed by the Town Council on 28 July 2021

- i) **Membership:** Seven Councillors including committee chairs plus the Mayor (*ex officio*)
- ii) **Committee Purpose:**
1. **Strategic:** define and oversee projects, programmes and services which work towards the Council's objective "To manage the Council's assets efficiently and effectively to meet the needs of the community now and in the future."
 2. **Operational:** agree performance standards for identified functions set out below and periodically review process efficiency and operational performance against those standards.
 - a. Consolidation of the Corporate Plan
 - b. Corporate Management
 - c. Central Services, administration and Roysse court office
 - d. Corporate Governance
 - e. Democratic Services
 - f. Finance, Budgeting and Risk Management
 - g. Property Management (except where specifically delegated to other committees.)
 - h. Residents Parking Scheme
 - i. HR and staffing
- iii) **Specific Delegations:**
1. Dealing with all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff and making appropriate recommendations relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and any approved Local Conditions of Service;
 2. To oversee all matters relating to staffing including appointments and terms and conditions of service and HR policies;
 3. To ensure that the training needs of members and staff are met, and to ensure that the Council provides a safe working environment with regard to health and safety and other statutory obligations;
 4. To recommend to Council the annual budget, variations and supplementary estimates relating to budgets of the standing Committees and any Corporate plans, strategies and policies;

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5. To advise the Council on the financial implications and funding of any capital or revenue projects;
6. To advise the Council in relation to disposal, acquisition or renewal of any property interests;
7. To oversee the council's relationship with tenants and lessees and both the council's and the tenant's/lessee's compliance with their obligations under the applicable legal agreement, including in relation to the Abbey Hall;
8. To receive notification of monies arising from the Community Infrastructure Levy (CIL) and make recommendations to Council on the use of CIL funds;
9. To make recommendations to the Town Council in relation to approval or delegation to the control of a Committee of drawings from the Council's Earmarked reserves;
10. To make recommendations to Council in respect of applications from other Committees to draw on the Council's Pooled Property Fund;
11. To agree a programme of internal audit and to ensure that all areas for improvement identified therein and actioned accordingly by the appropriate committee;
12. To receive Auditors' reports and to make recommendations regarding any matters arising from such reports;
13. To approve payments of accounts in accordance with the Standing Orders, to monitor the level of Council income/expenditure compared with the Council's approved estimates and to control the management of the Council's financial resources including bank accounts and investments;
14. To oversee the collection of income and the write-off of irrecoverable debts as detailed in the Council's financial regulations;
15. To maintain the town's archives and treasures at County Hall Museum, in the Guildhall, the Council offices and in storage elsewhere, including the Muniment Room and to ensure their documentation in accordance with approved standards, their security and most effective use.