

## **TORPOINT TOWN COUNCIL**

### **Committee Terms of Reference**

#### **FINANCE AND OPERATIONS COMMITTEE 2022-23**

**APPOINTMENT:** - Eight Committee members shall be appointed at the annual meeting of the Town Council.

**EX OFFICIO MEMBERS:** - The Town Mayor and Deputy Town Mayor are appointed to this Committee ex-officio.

**CHAIRMAN:** - The Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council. The Chairman shall serve in this position until the next annual meeting of the Council unless the Chairman resigns from the position (made in writing to the Clerk), resigns from the Council or becomes disqualified from being a member of the Council.

**VICE CHAIRMAN:** - The Vice-Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council following the election of the Chairman. The Vice Chairman will serve in this position until the next annual meeting of the Council unless the Vice Chairman resigns from the position (made initially in writing to the Chairman for recording by the Clerk), resigns from the Council or becomes disqualified from being a member of the Council. In the absence of the Chairman, the Vice Chairman shall deputise.

**QUORUM:** - The quorum of this Committee shall be four or 1/3 of members whichever is larger (Standing Order 27 (c) refers).

**TERMS OF REFERENCE REVIEW:** - The Council shall review and determine the terms of reference at the annual meeting of the Council.

**General: - Decisions made by this Committee serve as recommendations to Council save the following exceptions in a) to c) below: -**

- a) To consider planning applications received prior to the meeting and respond to the planning authority on behalf of the council.
- b) Payment of invoices for work, services and other liabilities either previously confirmed by Council or where delegated within financial regulations to the Clerk and RFO and/or Committees.
- c) The Council may consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but excluding any powers that cannot be delegated by the Council e.g. issuing a precept for the rate (s67 LG & FA 1992). Any such delegation of responsibility shall be clearly minuted within the Council minutes.
- d) To set up and administer sub-committees and working parties to facilitate the work of this Committee [see specific responsibilities 1-9 below] and for no other purpose. The Committee shall determine the terms of reference and protocols for the sub-committees and working parties that shall report to this committee. No sub-committee or working party shall be formed or operated without terms of reference and protocols.

Where matters have been delegated to this Committee for approval, it shall comply with all Council's policies, protocols, systems and procedures including Standing Orders and Financial Regulations and any other statute within legislation.

## Specific Responsibilities –

Under the direction, leadership and guidance of the Committee Chairman, shall be accountable and responsible for the following areas of Council Activity

- 1) Oversight, responsibility for the Council finances and maintenance of Council property including buildings, land holdings and assets within the ownership or responsibility of the Town Council.
- 2) To present and include the Asset and Maintenance Development Plan within the papers for the precept meetings and to identify sources of finance to implement the plan. This will be produced within the confines of Financial Regulations and also the Council Business Risk Management Plan with reference to currently owned council capital projects. Compilation and presentation of income and expenditure forecasts for the following fiscal year.
- 3) Oversight of appropriate maintenance programmes for the above where appropriate and within budgetary and financial constraints. To implement the programmes in line with best practice and with due regard to standing orders and financial regulations. To receive the report from the Operations Manager.
- 4) To oversee the Council's annual Civic Event Calendar.
- 5) To review responses from the Council internal and external auditors and make any recommendations. To lead on and undertake the Council systems of internal controls including the self-assessment and the Council Risk assessments.
- 6) Monitor and recommend to Council all expenditure within s137 of the LGA 1972 (as amended) is within budgetary constraints and consider requests and make recommendations to Council.
- 7) Together with the Clerk & RFO to review council insurance and other procedures that could result in an impact on Council finances and make recommendations to Council.
- 8) Oversight and responsibility of relevant recording protocols both statutory and as required by this Council in relation to health and safety, maintenance and any other requirements.
- 9) Together with the Clerk & RFO to review the Budget Variance and the appropriateness of current budgets that have not been delegated to other Committees/Officers.
- 10) Compilation of the Health and Safety operational manual, implementation for the protocols and procedures ensuring statutory compliance with directives and legislation issued by the government and enforced by the Health and Safety Executive. Compilation and responsibility for the Health and Safety policy.
- 11) Responsible for condition report of all fixed assets that shall be presented to the Council for consideration from time to time but at least annually.
- 12) Responsible for ensuring compliance with the General Data Protection Regulations (GDPR), Freedom of Information and the associated protocols.
- 13) Responsible for ensuring adequate IT equipment, website and services are provided.
- 14) To consult with the Clerk and RFO where appropriate, on areas that have been delegated to the Clerk and RFO within financial regulations, standing orders or any other policies and protocols approved by the Council that impact on this Committees term of reference.

## **Committee Programme 2022/23**

### **June 2022**

Election of Chairman  
Election of Vice-Chairman  
Review Committee Terms of Reference  
New Council – Confirm Asset Register  
Review Council Standing Orders (updated Terms of Reference)  
Authorisation of payment of Mayor's Allowance  
Council to submit Annual Governance and Accountability Statement, along with the required financial information to external auditor by the required date  
Advertise the public right of inspection of accounts  
To receive the Operations Manager report  
Review payment of Mayoral allowance

### **July 2022**

Advertise the Public Right of Inspection (must include first working days in July)  
Annual Civic Service  
To receive the Operations Manager report

### **September 2022**

Undertake Asset Condition Survey  
Review current IT equipment and services  
Begin the budget process for next year  
Arrange interim audit  
To receive the Operations Manager report

### **October 2022**

Begin the budget process for next year  
To receive the Operations Manager report

### **November/December 2022**

Present budget for 2022/23 for Council approval  
Remembrance Service  
Make precept demand on principal authority and approve budget statement for principal authority  
To receive the Operations Manager report

### **January 2023**

Plan for the Annual Parish Meeting  
To receive the Operations Manager report

### **February 2023**

Undertake review of Standing Orders and Financial Regulations  
Undertake review of Internal Controls and Risk Management  
Commence review of Council's insurance provision  
To receive the Operations Manager report

### March 2023

Commonwealth Day

Review Health and Safety Policy

Review Fire Risk Assessment

Consider documents for retention and disposal (refer to the Document Retention & Disposal Policy)

Review Asset Register

To receive the Operations Manager report

### April 2023

To receive the Operations Manager report

To elect the Mayor Elect and Deputy Mayor Elect for the Civic Year 2023/2024

To appoint Committee Membership for the Civic Year 2023/204

### May 2023

To receive the Operations Manager report

### **Policies, protocols and procedures delegated to this Committee for consideration and to make recommendations to Council**

<b>POLICY, PROTOCOL OR PROCEDURE</b>	<b>DATE OF LAST REVIEW</b>	<b>DATE OF NEXT REVIEW</b>	<b>PERIOD TILL NEXT REVIEW</b>
Investment Strategy	July 2022	July 2023	Annually
Business Continuity Plan	July 2022	July 2024	Bi-Annually
Section 137 Grant Protocols and Free of Charge Use Policy	July 2022	July 2023	Annually
Finance Policy	July 2022	July 2024	Bi-Annually
Health and Safety	March 2021	July 2022	Annually
Environment Statement	September 2019	September 2022	Bi-Annually
Council Reserves Policy	September 2018	September 2022	Annually
Financial Regulations and Best Value Statement	September 2021	September 2022	Annually
Safeguarding Policy	May 2019	September 2022	Bi-Annually
Volunteering Policy	October 2018	September 2022	Bi-Annually
Markets Policy	October 2020	October 2022	Bi-Annually
Civic Protocols	November 2021	November 2022	Annually
Business Risk Management Plan	January 2022	January 2023	Annually
Financial Risk Management protocols	January 2022	January 2023	Annually
Letting Policy and Hire Charges	January 2022	January 2023	Annually

Internal Controls Scrutiny Document	February 2022	February 2023	Annually
Data Protection, Document Retention and Disposal Policy	March 2021	March 2023	Bi-Annually
Equality, Diversity and Inclusion Policy to include Best Practice Document	May 2022	April 2023	Annually
Standing Orders	June 2022	May 2023	Annually
Code of Conduct	May 2022	May 2023	Annually
Audio Recordings Protocols	January 2022	January 2024	Bi-Annually
Complaints Policy	January 2022	January 2024	Bi-Annually
Budget Monitoring Policy	January 2022	January 2024	Bi-Annually

Date of Review – June 2022

Date of next Review – Annual Meeting May 2023