

TORPOINT TOWN COUNCIL

Committee Terms of Reference

FINANCE AND OPERATIONS COMMITTEE 2024-25

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 5 (d) viii. 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, according to the grants policy, ensuring it 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 update on actions relating to this Committee from the Climate Emergency Action Plan.
- 15) 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 2024/25

June 2024

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 and review 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

July 2024

Advertise the Public Right of Inspection (must include first working days in July)

Annual Civic Service

To receive the Operations Manager report

September 2024

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 2024

Begin the budget process for next year

To receive the Operations Manager report

November/December 2024

Present budget for 2023/24 for Council approval

Remembrance Service

Make precept demand on principal authority and approve budget statement for principal authority

To receive the Operations Manager report

Consider Tender Process for Insurance Renewal (3 years)

January 2025

Plan for the Annual Parish Meeting

To receive the Operations Manager report

February 2025

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 2025

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 2025

To receive the Operations Manager report

To elect the Mayor Elect and Deputy Mayor Elect for the Civic Year 2024/2025

To appoint Committee Membership for the Civic Year 2024/2025

May 2025

To receive the Operations Manager report

September 2025

Freedom of Torpoint Parade

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

POLICY, PROTOCOL OR PROCEDURE	DATE OF LAST REVIEW	DATE OF NEXT REVIEW	PERIOD TILL NEXT REVIEW
Civic Protocols	April 2023	June 2024	Annually
Code of Conduct	May 2023	June 2024	Annually
Standing Orders	June 2023	June 2024	Annually
Investment Strategy	July 2023	July 2024	Annually
Financial Regulations and Best Value Statement	November 2023	July 2024	Annually
Safeguarding Policy & One Pager	February 2023	January 2025	Bi-Annually
Markets Policy & Application	January 2023	January 2025	Bi-Annually
Model Councillor-Officer Protocols	January 2023	January 2025	Bi-Annually
Business Risk Management Plan	January 2024	January 2025	Annually
Financial Risk Management protocols	January 2024	January 2025	Annually
Letting Policy and Hire Charges	January 2024	January 2025	Annually
Internal Controls Scrutiny Document	March 2024	February 2025	Annually

Free of Charge Use Policy	July 2024	February 2025	Annually
Health and Safety	March 2024	March 2025	Annually
Equality, Diversity and Inclusion Policy to include Best Practice Document	May 2023	April 2025	Bi-Annually
Model Publication Strategy	July 2023	July 2025	Bi-Annually
Data Protection, Document Retention and Disposal Policy	July 2023	July 2025	Bi-Annually
Council Reserves Policy	October 2024	October 2025	Annually
Audio Recordings Protocols	January 2024	January 2026	Bi-Annually
Complaints Policy	January 2024	January 2026	Bi-Annually
Budget Monitoring Policy	January 2024	January 2026	Bi-Annually
Equal Opportunities Policy	January 2024	January 2026	Bi-Annually
Grant Awarding Policy	April 2024	April 2026	Bi-Annually
Finance Policy	July 2024	July 2026	Bi-Annually
Volunteering Policy	September 2024	September 2026	Bi-Annually
Business Continuity Plan	September 2024	September 2026	Bi-Annually
Environment Statement	October 2024	October 2026	Bi-Annually
Flag Flying Policy and Protocols	October 2024	October 2026	Bi-Annually
Unreasonable Behaviour Policy	October 2024	October 2026	Bi-Annually

Date of Review – June 2024

Date of next Review – Annual Meeting May 2025