

Leigh-on-Sea Town Council

FINANCE AND GOVERNANCE COMMITTEE

TERMS OF REFERENCE

- Membership shall comprise of 7 Councillors who shall be appointed at the Annual Council Meeting
- The Chair and Vice Chair of the Committee shall be appointed at the Annual Council Meeting by the members of the Finance and Governance Committee.
- The quorum of the Committee shall be three members
- Councillors may join in the year if authorised by the Council.

Purpose

To develop, monitor and review Council policies and functions and review the Council's accounts and finances.

Frequency of Meetings

The Committee shall meet at least six times a year or as and when required

Reports to the Council

Delegated Powers

The Finance and Governance Committee shall be delegated to make decisions on behalf of the Council in the following matters:

1. To be responsible for allocating and controlling the financial resources of the Council
2. To advise the Council on any policy changes in the Council's management or administrative procedures
3. To consider the financial estimates of the Council and recommend the precept to be levied
4. To be responsible for the Council's Revenue and Capital Budget and the works scheduled therein
5. To be responsible for the collection of all revenue, the renewal of loans and insurance
6. To be responsible for the banking, financial and accounting methods adopted by the Council
7. To consider the delegation of appropriate services to the Council from other authorities
8. To deal with Grant Aid award applications
9. To manage health and safety policy and issues
10. All matters relating to internal and external audit. To ensure that an adequate and effective system of internal controls is in place to secure the integrity of finances and any other information, including effective systems of risk management and consideration of an action on all reported emanating from the internal and external auditors
11. To negotiate any changes to existing lease agreements and negotiate terms for all new lease agreements
12. To develop policy and arrangements for partnership with all external bodies
13. To oversee preparations for any external relationships for emergency planning and community safety
14. Any other matter which may be delegated to it by the Council from time to time

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15. The Committee is authorised to establish Working Groups and Sub-Committees and to appoint advisors as and when necessary, to assist in its work
Working Groups and Sub-Committees shall be chaired by a Councillor
16. Advisors shall have no voting rights
17. The Committee is authorised to agree additional meetings as and when required

Agendas and Minutes will be provided to all Town Councillors and City Councillors representing Leigh-on-Sea Town Council.