

Horsforth Town Council
Finance and General Purposes Committee
Terms of Reference



1. The maximum number of members of the Committee and the allocation of members from different groups on the Council shall be as specified in Standing Orders or as otherwise determined by a resolution of full Council.
2. The membership of the Committee shall be reviewed annually in May at the Annual Meeting of the Town Council.
3. The Chairman and Vice Chairman of the Council are the Chairman and Vice-Chairman of the Committee.
4. The quorum of the Committee shall be one third of the voting members of the Committee.
5. The Committee will conduct its meetings under the provisions of the Local Government Act 1972.
6. The Council's Standing Orders and Code of Conduct shall apply to the Committee and its members.
7. The Clerk or Assistant Clerk shall convene ordinary meetings of the Committee.
8. The Chairman shall convene extraordinary meetings of the Committee.
9. The Chairman shall be consulted as to the items to be included in the agenda for Committee meetings.
10. The Committee shall approve its minutes which will be submitted to Council for information.
11. The Committee has the following powers and responsibilities:
 - a. To make and consider plans and initiatives relating to any community safety, crime prevention and home safety schemes which the Committee considers would benefit the people of Horsforth and which the Committee considers appropriate
 - b. To prepare a budget for the forthcoming financial year to be submitted to the Council for approval.
 - c. To consider regular financial reports, not less than twice a year, setting out the Council's expenditure to date during the financial year, its financial commitments, and comparing these to the budget estimates.
 - d. To assess the Annual Statement of Accounts showing income and expenditure for the period ending 31st March each year. The Statement of Accounts shall then be approved by the Council at the Annual Meeting of the Town Council.
 - e. To review the Annual Governance and Accountability Return (AGAR), Section 1 Annual Governance Statement and Section 2 Accounting Statements, and to recommend to Council, at its Annual Meeting, that the AGAR Sections 1 and 2 are approved.
 - f. To review the Internal Audit Report and recommend to Council, at its Annual Meeting, that the report is approved.

- g. To ensure that the notice of the amount of precept required by the Council is submitted to Leeds City Council by the deadline each year.
- h. To maintain the Council's bank accounts so as, as far as it is practicable, to maximise the amount of interest accruing to the Council.
- i. To approve requests from other Committees for additional expenditure in excess of the budget provisions.
- j. To make all arrangements relating to the Council's accommodation.
- k. To consider complaints received against the Council in accordance with the Council's adopted complaints procedure and to seek advice on the appropriate course of action.
- l. To review and recommend to Council the renewal of the Council's policies which shall include the following:
 - Standing Orders
 - Financial Regulations
 - Delegation arrangements
 - Internal Audit Plan
 - Financial Risk Assessment
 - Risk Management
 - Asset Register
 - Insurance Cover
 - Complaints Policy
 - Equal Opportunities Policy
 - Code of Conduct
 - Freedom of Information Act
 - Management of Records Policy
 - Public Speaking at Council and Committee meetings
 - Recording of Meetings
 - Community Grants Policy
 - Sponsorship Policy
 - Good Citizen Awards
 - Young Achievers Award
 - Statement of Intent as to Community Engagement
 - Statement of Intent for Staff and Elected members Training
 - Dignity at Work/Bullying and Harassment Policy
 - Disciplinary & Grievance Procedure
 - Communications Policy
 - Health & Safety Policy
 - Lone Working Policy
 - Internal Control Check
 - Internal Audit Review Checklist
 - Safeguarding Policy
 - Authorities and Responsibilities of a Line Manager for the Clerk to the Council.
 - Annual Leave
 - Special leave
 - Flexitime and time-off-in-lieu
 - Sickness and sickness reporting

12. The Committee shall implement its decisions if and only to the extent that it is authorised to do so by Council but otherwise shall make recommendations to Council.

Adopted 16 September 2021

Approved 7th July 2022