



Finance & General Purpose Committee

Terms of Reference

1. That the Chair of the Council be the Chair of the Finance & General Purpose Committee, and that in the absence of the Chair, the Vice Chair take the position of Chair for that meeting.
2. The quorum of the Committee shall be one third of the members of the Committee.
3. The membership of the Committee will be reviewed annually in May each year.
4. This Committee will conduct its meetings under the provisions of the Local Government Act 1972.
5. The Chair of the Committee to be consulted as to the items to be included on the agenda of the meeting, and to approve the subsequent minutes at the next meeting thereof prior to their publication.

The Finance and General Purpose Committee has delegated responsibility for the following:

6. 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.
7. Preparing a budget for the forthcoming financial year to be submitted to the Council for approval.
8. Considering 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.
9. Assessing 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 Council's Annual General Meeting.
10. The Committee reviews the Annual Return, Section 2 of the Annual Return, the Annual Governance Statement for the current year and recommends to Council, at its Annual Meeting, the Annual Return and Governance Statement are approved.
11. The Committee reviews the Internal Audit Report and recommends to Council, at its Annual Meeting, that the report is approved.

12. Ensuring the notice of the amount of Precept required by the Council is submitted to Leeds City Council by the deadline each year.
13. Maintaining the Council's bank accounts so as, as far as it is practicable, to maximise the amount of interest accruing to the Council.
14. Approving requests from other Committees for additional expenditure in excess of the budget provisions.
15. Making all arrangements relating to the Council's accommodation.
16. 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.
17. The Committee shall review and recommend to Council the renewal of the following policies:
 - a. Standing Orders
 - b. Financial Regulations
 - c. Audit Plan
 - d. Financial Risk Assessment
 - e. Risk Management
 - f. Asset register with Additions
 - g. Complaints Policy
 - h. Equal Opportunities Policy
 - i. Horsforth Town Council Code of Conduct as revised 2012
 - j. Freedom of Information Act Model Publications 2009
 - k. Health and Safety Policy
 - l. Management of Records Policy
 - m. Public Speaking at Council and Committee meetings Policy
 - n. Community Grants Policy
 - o. Sponsorship Policy
 - p. Statement of Intent to Community Engagement Policy

Adopted 24 May 2017
Re-adopted 23 May 2018