



Appendix 1(ii)(a)



NEW ROMNEY TOWN COUNCIL

TERMS OF REFERENCE

FINANCE AND GENERAL PURPOSES COMMITTEE

1. To control, allocate and manage the finance, property, information and budgets available to the Council.
2. To examine the annual estimates recommend by all Council Committees for the forthcoming financial year and to make recommendations to the Council, having taken into account the ultimate cost to the local government tax payers of the Town and District.
3. To review and report upon new policies or changes in policy which may have a significant impact on the plans or resources of the Council.
4. To ensure that the organisation, management and administrative processes of the Council and its Committees are so designed as to be efficient financially.
5. To require all Committees to establish and maintain standards against which performance and results can be monitored.
6. To allocate budget provision for staffing requirements in liaison with the Personnel Panel to ensure the availability of sufficient staff, suitably qualified, to implement the Town Council's objectives.
7. To take stock, on an annual basis, of the Council's land and buildings and to ensure that all Committees do likewise to ensure they are utilised in the best interests of the Council and thereby the Town.
8. To consider and advise the Council with respect to the provision and/or promotion of major new amenities and developments having taken into account the views of other relevant Committees.
9. To assist the Council in controlling, allocating and managing the financial resources available to the Council and for this purpose to consider and report to the Council, if required by Full Council to do so, on the following:-
 - (a) The making and/or amending of Financial Standing Orders and Regulations.
 - (b) The funding implications of new and/or improved programmes developed by other Committees outside the Council's approved spending plans.

- (c) Any proposed changes to the Town, Ward or other boundaries which may affect the Town or its area.
 - (d) Any proposed changes to the Standing Orders of the Council or the Standing Orders or Terms of Reference of any Committee or Sub-Committee of the Council.
 - (e) Any matter which is outside the Terms of Reference of any other Committee.
10. To determine the procedures for the administration and charges which the Council makes.
 11. To review and report upon policies relating to insurance, investment, borrowing and banking arrangements, if required by Full Council to do so.
 12. To inform the Council on matters relating to information technology.
 13. To allow the Southlands Almshouse Charity to use accommodation at the Town Hall for the following purposes:-
 - (i) the collection of post;
 - (ii) the collection of rents;
 - (iii) the holding of meetings of the Trustees;
 - (iv) the photocopying of documents

for which services the Town Council will make an annual charge, to be decided at the annual Budget Meeting.
 14. To consider any matters which involve legal and professional bodies, statutory instruments or insurance issues, or which involve any form of legal agreement, except in such case as it is deemed necessary, by the Clerk, to be dealt with by Full Council.
 15. In conjunction with the Personnel Panel to allow the Town Hall staff to administer the St Martin's Field Charity (as a donation in kind to the Charity).
 16. To consider applications received by the Town Council for grant funding, duly noting available budget limits.
 17. To implement the Town Council's approved Rolling Maintenance Programme in respect of all public buildings.

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