



Appendix 1(ii)(a)



NEW ROMNEY TOWN COUNCIL

TERMS OF REFERENCE

FINANCE AND GENERAL PURPOSES COMMITTEE

1. To be delegated by the Town Council – except whereby the relevant budget cost centre will be exceeded or whereby it is deemed by the Clerk, in consultation with the Chairman of the Committee, that Full Council be first consulted via the ratification process – the authority, by resolution of the Committee, to:
2. Control and manage the finance, property and budgets available to the Council.
3. Examine the annual budgetary estimates recommended by all Council Committees for the forthcoming financial year and make recommendations to the Council, having taken into account the ultimate cost to the local government tax payers of the Town and District.
4. Ensure that the organisation, management and administrative processes of the Council and its Committees are so designed as to be efficient financially.
5. Take stock, on an annual basis, of the Council's land and buildings to ensure they are utilised in the best interests of the Council and thereby the Town and report any recommendations to Full Council accordingly.
6. Promote and enhance facilities within the control of the Town Council to encourage tourism and improve the amenities and local environment for residents of the Town, including provision and maintenance of children's play and recreational equipment on such lands as considered suitable for such use and provision and maintenance of new and existing street furniture, giving due regard to the annual budget and relevant reserve fund balance(s).
7. Approve and implement small capital projects aimed at providing new or improved amenities for the Town, each limited to a maximum £5,000.00 expenditure and whereby funds have been pre-allocated within the annual budget for such purpose or whereby a relevant existing reserve fund balance will not be exceeded or external grant funding will be sourced.
8. Actively seek and apply for external grant funding to implement small capital projects, in accordance with Point 6 above and for improvement of public buildings, open spaces and other amenities in the control of the Town Council.
9. 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 the Council or its 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.
10. Determine the procedures for the administration and charges which the Council makes.
11. Review and report upon policies relating to insurance, investment, borrowing and banking arrangements, if required by Full Council to do so.
12. Regularly review the Council's use of information technology and authorise the purchase of hardware, software and technical support as deemed appropriate and whereby allocated budget or appropriate Reserve Fund availability will not be exceeded.
13. Annually confirm permission for 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 by the Finance and General Purposes Committee.
14. Noting that St. Martin's Field is administered and maintained by the St. Martin's Field Charity in accordance with its governing document, receive and consider the Trust's identified annual budgetary requirement and allocate an appropriate donation to meet such requirement, giving due regard to the Council's annual budget.
15. Annually confirm consent for the Town Hall staff to administer the St. Martin's Field Charity (as a donation in kind to the Charity).
16. Review and set all Town Council Rents, Fees and Charges on an annual basis, giving due regard to the annual budget.

17. Consider any matters which involve legal and professional bodies, statutory instruments or insurance issues, or which involve any form of legal agreement and take any such action as is deemed appropriate, except in such case as it is deemed necessary, by the Clerk, to be dealt with by Full Council.
18. Consider applications received by the Town Council for grant funding, duly noting available budget limits and support sporting and social organisations within the Town of New Romney by actively promoting the availability of grant funding.
19. Manage the use, hiring and maintenance of all public buildings, including maintenance of the exterior only of the Maude Pavilion, implementing the Town Council's approved Rolling Maintenance Programme in respect of same.
20. Provide, manage and control sufficient allotment land within the Town of New Romney, having due regard to the provisions of the various Allotments Acts and subject to budgetary limitations.
21. Manage, maintain and improve areas of public open space controlled by the Town Council in such condition as to be of benefit to the Town and for the pleasure and enjoyment of local residents and tourists alike, namely:
 - The Greens, Littlestone, including Hut and Winch Sites
 - Cinque Ports Place (Town Square)
 - Fairfield Road Recreation Ground
 - Princess Diana Memorial Gardens (Flagstaff Land)
 - Land in Church Road known as Coney Banks
 - Sports Field, Station Road
 - Land to rear of Sports Field
 - Church Lane Allotment Gardens
 - Garden of Remembrance, Church Approach
22. Manage and maintain gardens or lands surrounding the Town Hall, Town Hall House and the Assembly Rooms, giving due regard to the annual budget.
23. Appoint suitably qualified contractors to carry out regular (at least annual) safety checks on the fabric and structure of all equipment sited within Town Council controlled land and open spaces and recommend to Full Council adequate budgetary provision to cover such costs.
24. Actively promote the availability of Town Council controlled premises and open spaces available for hire by local townspeople and organisations for social, sporting and recreational purposes, ensuring that proper records of all lettings and receipts are maintained and with due regard to all statutes regarding the hiring of premises.

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