



RAMSGATE TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE **TERMS OF REFERENCE**

General

To oversee the management of the Council's financial resources and to consider, debate and make recommendations on financial strategy, policy and operational matters in line with best practice. NB. The full council will approve the annual budget, virements and set the precept.

The Committee will act in accordance with the General Terms of Reference for Committees and Working Groups.

To carry out such additional duties as may be delegated by Council including the authority to make decisions on specific issues.

Membership, Chairmanship and Quorum

Number of Members	9 (must be councillors)
Chair & Vice Chair	To be determined by the Council
Substitute Members Permitted	No
Quorum	3
Number of ordinary meetings per Council Year	4 ordinary meetings, extraordinary as required
Approved by Council	30 th October 2024

Advisory Responsibilities

1. To recommend to the Council a Strategic Plan for the Council and its amendment from time to time as required by the Council or deemed necessary by the Committee.
2. To monitor the Council's financial position (including Reserves) and propose amendments to the Council's budget as required; the income & expenditure/budget will be reviewed at least quarterly.
3. To propose the budget and precept for the forthcoming year.
4. To make recommendations in relation to the Council's "Scheme of Delegation".

5. To make recommendations to the Council on matters which do not fall within the powers of any other Committee, as directed by the Council.
6. Responsibility for formulating and submitting to the Council for approval the policy, award criteria and conditions of any grant giving budgets.
7. The Committee shall be the initial forum for considering the implications of decisions made by external bodies — including central government, county, and district councils — where such decisions may affect the town of Ramsgate. The Committee will then make recommendations to the Council as to how best to work with these decisions, or if there are any concerns and problems that need to be raised. NB. This excludes matters relating to planning.

Delegated Authority

1. Subject to any budget limitations or restrictions, decision making powers and authorisation of expenditure by the Committee in relation to the following functions is approved:
 - (i) Staffing
 - (ii) Climate Change Emergency
 - (iii) Administration
 - (iv) Democracy
 - (v) Corporate identity and promotion (incl. Communications Strategy)
 - (vi) Civic Duties

The Committee has the power to arbitrate and make decision in relation to any disputes regarding the above.

2. The power to employ and remunerate officers on such terms and conditions of employment as it considers appropriate provided the Council has first approved a budget to meet the recruitment and first year employment costs of any such officer and such costs will be contained by the offer of employment made.
3. To keep under review staffing arrangements and capacity, ensuring that sufficient resources are in place to support the effective implementation of the Council's resolutions.
4. To make changes to the Terms of Reference of the Climate Change Task Group as required, and appoint the Chair of this group.
5. To review and approve general policies of the Council (excl. Standing Orders & Financial Regulations to be approve by full Council).
6. To review and approve the Risk Assessment Management Plan.

7. To consider and approve the establishment and maintenance of robust systems of internal financial controls including treasury management and banking arrangements in accordance with relevant accounting and audit conventions and the recommendations of the internal and external auditors.
8. Overall responsibility for strategic and operational risk management including the management of risk by insurance, including the procurement, placing on foot and renewal of such policies of insurance covering such risks and with such policy excesses at such premiums as it considers necessary or expedient.