



TADCASTER TOWN COUNCIL

The Ark, 33 Kirkgate, Tadcaster, North Yorkshire LS24 9AQ

t:01937 834113 e:clerk@tadcastertowncouncil.co.uk w:tadcastertowncouncil.co.uk

TERMS OF REFERENCE - FINANCE AND GENERAL PURPOSES COMMITTEE

The Finance and General Purposes Committee is a Standing Committee of the Council and will deal with the financial business of the Council, manage the Cemetery, the Chapels and the Town Council office. It will be responsible for the proper administration of the Town Council and the performance of its business. It will dispense Grant Aid to such local organisations as may, from time to time, be considered fit. The Committee has delegated power: to make expenditure as felt necessary within the constraints of the Finance and General Purpose and Cemetery budget that has been approved by full council; to act/make decisions on behalf of the full council in relation to the defined terms of reference. Any recommendation outside the Committee's terms of reference shall be made to full Council. The minutes of the Committee will be considered and ratified as a true record by the full Council at the next appropriate Council meeting

Membership

- The Committee to consist of a maximum of 10 members
- The Chairman and Vice Chairman of the Committee shall be elected at the Annual Council meeting of Tadcaster Town Council and shall hold office until the next Annual Council meeting
- The quorum of the Committee is four

Planning Applications

- The Committee will receive planning decisions and has delegated powers to respond to any planning applications requiring consideration by the Town Council

Finance

- The Town Council is obliged to draw up and have audited annual accounts in accordance with the Audit Commission Act 1998 and the Accounts and Audit Regulations issued from time to time under the Act. The Finance and General Purposes Committee will monitor the work required to enable this and generally monitor the execution of the Town Council's Accounts Policy as adopted
- Research the availability of finance for such long-term projects as the Council may embark upon and make recommendations to full Council.

Town Council Office – The Ark

- Maintaining the Ark (Grade II Listed) in good order
- Dealing with and monitoring the public use of the Ark
- Providing such facilities and equipment as are needed for the proper running of the Town Council Office

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- Consider, agree and monitor the Insurance Policy for the Town Council

Staffing

- A Staffing Sub-Committee is set up and reports to the Finance and General Purpose Committee
- The Staffing Sub-Committee has delegated powers to act/make decisions on behalf of the Finance and General Purpose Committee in relation to the defined terms of reference only. Any recommendations outside the Staffing Committee's terms of reference shall be made to the Finance and General Purpose Committee and if appropriate to full Council.
- The Committee to consider and ratify the minutes of the Staffing Sub-Committee as a true record

Grant Aid

- Promote each year the availability of Grant Aid for local organisations, receive and assess applications, decide the amount of grant to be given and award the grants to the group that is applying

Cemetery, War Graves, War Memorial

- A Cemetery Sub-Committee is set up and reports to the Finance and General Purpose Committee
- The Committee to consider and ratify the minutes of the Cemetery Sub-Committee as a true record
- The Committee to have delegated power to consider and agree any changes to the cemetery fees and contributions as and when appropriate
- Maintaining the cemetery grounds and Chapels
- Drawing up, monitoring and implementing the observance of the Rules and Regulations for the use of the Cemetery
- Setting up and collecting Cemetery Fees and Chapel rent as appropriate
- Monitoring and maintaining as appropriate the condition of the War Graves and War Memorial
- Organising the annual Remembrance Day Parade, associated activities and liaising with other parties involved

Other

- Organising a Civic Service each year
- Ensuring that Civic Regalia is kept in good condition and that engraving of the links is kept up to date
- Publishing a Town Council Newsletter
- Ensuring the Town Council website is up to date

Review

- The Finance and General Purpose Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting

Terms of Reference first adopted by Tadcaster Town Council on 3rd February 2015