

BILLERICAY TOWN COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE : TERMS OF REFERENCE

- 1 Responsible for all financial aspects of the Town Council, together with matters not coming within the purview of any other committee or working party.
- 2 The Finance and General Purposes Committee to have the following delegated powers :
 - (a) Approval of payment of accounts
 - (b) Approval of donations or grant aid
 - (c) Approval of special urgent items of expenditure not included in the approved budget to be limited to a total of £1,000.00 on each occasion
 - (d) To sanction expenditure within the approved budget in relation to the repair and maintenance of Council premises up to the value of £3,000.00 per item
 - (e) Correspondence arising from agenda items requiring information
 - (f) Working Parties and Project Groups established by the F&GP Committee should submit minutes and reports to the next meeting of the F&GP Committee and the F&GP Committee to adjust Working Party and Project Group recommendations in the interest of progressing the work
 - (g) Management of Council assets
 - (h) Undertaking of annual risk assessment
 - (i) Review of Business Continuity Plan
- 3 Urgent payments to be authorised by the Town Clerk in consultation with the Chairman of Finance and General Purposes and the Town Council Chairman, or in their absence, with the Vice Chairman and one other bank signatory.
- 4 All account for payments and claims upon the Council shall be notified to the Finance and General Purposes Committee.
- 5 All payments authorised under paragraph 3 of these terms of reference or made without the authority of the Finance and General Purposes Committee under any statute shall be separately included in the next schedule of payments notified to the Council.
- 6 The Town Clerk shall supply to each member at the ordinary Finance and General Purposes Committee meeting next after the end of the financial year a statement of receipts and payments.
- 7 The Finance and General Purposes Committee will draw up written estimates for the coming financial year for recommendation to the December meeting of the Town Council.
- 8 The Finance and General Purposes Committee will earmark reserves for the coming financial year, for recommendation to the Town Council meeting prior to the end of the financial year.
- 9 Membership will be the Chairman and Vice Chairman of the Town Council ex officio and nine councillors.
- 10 The Finance and General Purposes Committee will contribute to the content of the Annual Report.

- 11 These terms of reference to be reviewed annually for recommendation to the meeting of the Town Council, prior to the Annual Town Council meeting.