



**MIDSOMER NORTON TOWN COUNCIL**

**FINANCE & OPERATIONS COMMITTEE**

**TERMS OF REFERENCE – 2024/25**

**Key Matters and Areas of Responsibility**

<b>MEMBERSHIP</b>	Five Members of Midsomer Norton Town Council
<b>QUORUM</b>	Three Members of the Committee
<b>POWER</b>	Local Government Act 1972, Sections 101 and 102.
<b>TERMS</b>	<p>The Finance and Operations Committee will meet monthly. Grants will be reviewed twice yearly.</p> <p>Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.</p> <p>Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders.</p> <p>All other Members of the Council will receive an agenda only, sent via email.</p> <p>Notice of meetings will be published in accordance with the Council's Standing Orders.</p>
<b>LIMITATIONS</b>	<p>Only Members of the Committee may vote on agenda items.</p> <p>Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chair.</p> <p>Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.</p> <p>Non-Members of the Committee have no more rights at Committee meetings than members of the public.</p>

## Financial Matters

### **FUNCTIONS**

- 1) To prepare a DRAFT budget for the forthcoming financial year for submission to Town Council no later than the December meeting.
- 2) To propose options to Town Council on the level of the precept.
- 3) To receive recommendations from other standing Committees on proposed budgetary requirements for the forthcoming financial year.
- 4) To conduct a mid-year review of income and expenditure.
- 5) To consider proposals and make recommendations to Town Council at its September meeting on activities and services and levels of income and expenditure for the following financial year.
- 6) To ensure that all financial requirements and reserves are managed in line with the Council's Financial Regulations.
- 7) To make recommendations to Council on borrowing policy, investment & treasury management.
- 8) To regularly monitor the performance of all funds invested.
- 9) To make an annual recommendation to Town Council on the level of general reserves according to the Financial Risks and Reserves Policy.
- 10) To conduct an annual review of the effectiveness of the Town Council's system of internal control.
- 11) To recommend to Town Council that it publishes a statement on internal control (statement of assurance) each year with the Council's financial statements.
- 12) To assess the scope of the Internal Audit, its independence, its competence, audit planning and reporting to review the Internal Audit reports and make recommendations to Council.
- 13) To verify bank reconciliations quarterly and report to full Council.
- 14) To authorise expenditure, setting up of direct debits and any other duties as described and delegated to the Committee or the Chair of the Committee in the Town Council's Financial Regulations.
- 15) To review the Annual Return prior to approval by full Council at the Annual Meeting (scheduling/timelines permitting).
- 16) To review Standing Orders, Financial Regulations and all other policies and protocols on an annual basis and also when requested by Council.
- 17) To review annually all risk policy statements and risk management arrangements in respect of all activities of the Town Council.
- 18) To make recommendations to Council on matters relating to governance, policies and procedures.
- 19) To make recommendations to Council on managing the exposure to perceived and potential risks.
- 20) To oversee the procurement process including requests for quotations and invitations to tender and make recommendations on contracts awarded.

	21) To ensure all decisions are in accordance with Midsomer Norton's Town Council's adopted Policies and Financial Regulations.
<b>DELEGATED POWERS</b>	Power to spend up to £5,000 on items that are not part of any other Committee's budgetary responsibilities.

<b>Grants</b>	
<b>FUNCTIONS</b>	<ol style="list-style-type: none"> <li>1) To formulate a criteria for determining the eligibility for grant applications.</li> <li>2) To determine the format of the applications forms and associated information necessary.</li> <li>3) To consider and determine every grant application within the agreed criteria and budget.</li> <li>4) Ensure publicity is undertaken involving all aspects of the grant process.</li> <li>5) To monitor and manage the approved budget allocated to grants.</li> <li>6) To arrange and hold a grants presentation evening where successful applicants will be expected to attend to give a brief presentation on their group or organisation.</li> <li>7) To receive a report from each applicant to back up their expenditure.</li> </ol>
<b>DELEGATED POWERS</b>	Authorised to exercise the functions of the Council in considering and assessing applications for financial grant aid and allocating awards as is deemed appropriate within the total predetermined budget for that purpose.

<b>Operational Matters</b>	
<b>FUNCTIONS</b>	<ol style="list-style-type: none"> <li>1) To review and ensure that all policies and procedures are compliant with statutory requirements.</li> <li>2) To review the Council's asset register.</li> <li>3) To review the Council's insurance on an annual basis and ensure that the Council's property is adequately insured.</li> <li>4) To consider use, upkeep, leases, licences rents and fees for any facilities/buildings and review and be responsible for the efficient and effective management of the Council's assets.</li> </ol>
<b>DELEGATED POWERS</b>	The Finance and Operations Committee is authorised to make decisions on behalf of Midsomer Norton Town Council in relation to operational matters, other than amendments to statutory policies reserved solely for full Council approval.

**Approved and adopted by full Council – 13<sup>th</sup> May 2024**