

## **MARLOW TOWN COUNCIL**

### **FINANCE SERVICES AND ADMINISTRATION COMMITTEE**

#### **TERMS OF REFERENCE**

The Financial Services and Administration Committee shall consider all matters that affect the finances, services and administration of the Council. The Committee will monitor the management of the financial obligations of the Council.

The Committee will:

- a. formulate the annual budget for the Council and submit its recommendations to the full Council in January each year. The Chairman will present the draft budget to the Committee after consultation with the:

Town Clerk (Responsible Finance Officer)  
Financial Officer  
Chairman/Vice Chairman of PET Committee, Town Mayor

- b. monitor progress of the approved budget during the Council year and consider any requests from other Committees, Sub Committees, Working Parties of the Council for supplementary expenditure above that agreed for the year. To authorise or subsequently make any recommendations to the Council.
- c. consider and determine any proposed expenditure or reductions in income for which no provision has been made in the approved budget.
- d. consider matters referred to the Committee by the Council or other Committees, or Sub Committees or Working Parties.
- e. formulate new policy and review existing policy concerning the Council's work for consideration by the Council.
- f. determine adequate policies regarding the Council's Insurance Policy and to monitor existing arrangements.
- g. monitor and ensure that the Council has an up-to-date Risk Management Plan and Health and Safety Management Policies in place.
- h. award financial grants to local organisations within the annual budget approved by the Council.

- i. monitor and make recommendations in the tasking of the Town Council's PCSO and to participate in Policing, Crime and Disorder issues with the Local Police Commander to assist and facilitate in the promotion of Policing activities to the benefit of the community. Make recommendations to Council as appropriate.
- j. ensure the management of any Council facilities or programmes falling within the Committee's remit.
- k. consider the policies, objectives and priorities of the Council and to make recommendations as necessary to the Council.
- l. resolve or refer to the Town Council when appropriate, matters arising from the Staffing Sub Committee.
- m. rely on and take account of where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils and the Society of Local Council Clerks.
- n. monitor the management of the cemetery, allotments, recreation grounds, play areas, amenity areas and town clock under the control of the Council.
- o. ensure the effective management of plant, purchase of equipment and equipment maintenance that may be required to carry out the Council's duties in connection with facilities under the control of the Committee.
- p. monitor the management of the Council office and other properties and land. Exercise control for office equipment, furniture and outside tools equipment and plant.
- q. monitor the promotion of the Town and Council, including Mayoral activities, Civic Events, the Council's Community Magazine, web site, Christmas Tree and lights and other related activities.
- r. monitor or facilitate services or programmes falling within the Committee's remit.
- s. review the Terms of Reference from time to time, taking into account any proposals or recommendations from other Committee's and make recommendations to the Council.

approved by FSA committee 09.02.10