

Finance & Resources Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Finance & Resources Committee will undertake the following functions (and may delegate those functions indicated to the Staffing and Health & Safety Sub Committees):

- 1) Regulate, manage and control the finance and resources of the Council, including: investments; loans; grants; value for money; long term plans and financial strategy
- 2) Monitor the financial performance of the Council's budgets against estimates
- 3) Review the Council's fees and charges annually
- 4) Consider the annual estimates of income and expenditure and recommend to Council the precept to be levied on the West Oxfordshire District Council for approval.
- 5) Ensure adequate systems of financial control are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of an asset register.
- 6) Review and recommend amendments to the Council's Financial Regulations annually
- 7) Ensure that the Council is observing its Financial Regulations
- 8) Appoint an internal auditor
- 9) Receive internal and external audit reports
- 10) Monitor and effect compliance with internal and external audit recommendations and other financial procedures, regulations and statutes.
- 11) Monitor the Council's financial risk assessments and recommend changes where necessary.
- 12) Recommend the annual accounts to the Council for approval
- 13) Keep under review the Council's policies and procedures and recommend amendments or new policies to Council for approval and adoption
- 14) Develop and keep under review a community engagement strategy
- 15) Monitor the effectiveness of the Council's communication with residents and visitors
- 16) Ensure that risk assessments and safety inspections are undertaken regularly for the cemetery and that these risk assessments and any inspection reports are shared with the Health & Safety Sub Committee
- 17) Authorise items of expenditure which are provided for within the approved budget for the Committee

- 18) Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

Functions which may be delegated to the Staffing Sub Committee:

- 19) Recruitment of Town Clerk/ Responsible Financial Officer and other staff as required
- 20) Recruitment and selection procedures
- 21) Annual appraisal and development of the Town Clerk/RFO
- 22) Review of staff contracts, job descriptions, and employment policies (specifically to include grievance and discipline policies) every two years
- 23) Review of staff and office accommodation requirements
- 24) Management of rights relating to leave, time off and illness
- 25) Ensure that the Clerk has everything required for managing other staff
- 26) Keep up to date with developments in employment law
- 27) The Staffing Sub-Committee will serve as the disciplinary or grievance panel
- 28) Agree the members to sit on an appeals panel to hear appeals against a decision on a grievance (noting that an appeals panel may be composed of individuals who are not Town Councillors)

Functions which may be delegated to the Health & Safety Sub Committee:

- 29) Ensure the Council's compliance with all applicable health and safety legislation
- 30) Ensure that risk assessments are carried out for all area's of the Council's activity
- 31) Review all risk assessments regularly