



Bridlington Town Council Finance Committee Terms of Reference

- Name of Committee:** Finance and General Purposes Committee
- Membership:** The Committee shall consist of **Seven** members of the Council
- Need:**
- To meet the highest standards of good governance
 - To keep under review the financial management of the Council
 - To prepare a draft budget and precept
- Conditions:**
- 1 Membership of the Committee to be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting
 - 2 Meetings to be convened on a six-weekly basis within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1
 - 3 Meetings may exclude the press and public in accordance with the power granted by the Public Bodies (Admission to Meetings) Act 1960, to resolve that the Public and Media be excluded from the meeting on the grounds that confidential matters will be discussed
 - 4 Minutes to be presented with recommendations to the next Full Council meeting
 - 5 The Committee may co-opt to fill temporary vacancies from the Bridlington Town Councillors (see 8)
 - 6 The Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion
 - 7 The Responsible Financial Officer or the Clerk to the Council will normally support the Committee but guidance should be taken from ERNLLCA as to appropriateness
- Restrictions:**
- 8 Only Members of the town Council may be members of the Committee
 - 9 Only members of the Committee may speak at Committee meetings other than by the resolution of the Committee or if specifically summoned
 - 10 The quorum shall be **four** (4)
 - 11 The Bridlington Town Council Code of Conduct and subsequent regulation applies to this Committee
 - 12 The Committee may only make recommendations to Council.

Responsibilities	Powers	Legal authority
To have responsibility for the six monthly review of the town Council's finances	Committee to make recommendations to Council	Local Government Act 1972, sections 101
To prepare a draft annual budget taking into consideration any policies or objectives set by Council	Committee to make recommendations to Council	Local Government Act 1972, sections 101
To recommend to Council a precept to be levied	Committee to make recommendations to Council	Local Government Act 1972, section 101 and 112(3)
To receive a report from the Responsible Financial Officer that all internal audit functions have been fulfilled and that report then forwarded to Council	Committee to make recommendations to Council	Local Government Act 1972, section 101 and Accounts and Audit Regulations 2003
To receive a report from the Responsible Financial Officer that all statutory responsibilities regarding external audit have been fulfilled and that report then forwarded to Council	Committee to make recommendations to Council	Local Government Act 1972, section 101; Accounts and Audit Regulations 2003 and the Audit Commission Act 1998 (various sections)
To receive the six month end accounts and to receive the year end accounts for review purposes prior to referral to Council for adoption	Committee to make recommendations to Council	Local Government Act 1972, section 101
To undertake any appropriate activities as directed by Council	Committee to have the power to resolve matters or make recommendations, as may be directed by Council.	Local Government Act 1972, section 101