



## **FALMOUTH TOWN COUNCIL**

### **COMMITTEE TERMS OF REFERENCE – 2024/25**

Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:

- The Town Council's approved Budget and Financial Regulations
- Any previously minuted decision of the Town Council
- Any matters reserved to the Town Council by statute

Committee membership will be appointed by the Council. Normally the appointment of the

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

Is the main policy making Committee of the Council and considers the broad social and economic needs of the community. It has overview of the Council's financial systems.

Membership: 8  
Quorum: 3  
Meeting Frequency: bi-monthly  
Attending Officers: Town Clerk and Responsible Financial Officer.

1. To guide the Council in the formation of objectives.
2. To identify the need for new services and facilities.
3. To be responsible for allocating and controlling the financial and manpower resources of the Council.
4. To advise the Council on the distribution of functions between Committees and Working Groups and any major policy changes in the Council's management or administrative procedures.
5. To consider the financial estimates of the Council and recommend the annual precept to be levied.
6. To be responsible for the Council's revenue and capital budget and the works scheduled therein.
7. To be responsible for the preparation and maintenance of the Council's Asset Register.
8. To be responsible for the preparation and maintenance of the Council's Risk Register.
9. To be responsible for the collection of all revenue, and raising and renewals of loans and insurance.
10. To be responsible for the banking, financial and accounting methods adopted by the Council.
11. To oversee the operation of all council property and assets (including to oversee the financial and risk management of Princess Pavilion).
12. To ensure compliance with the recommendations of the Internal Auditor and the requirements of the External Auditor.
13. To authorise members attendance at conferences, courses and meetings.
14. To respond to consultative documents from Government and other bodies, other than those specifically allocated to other Committees or the Council.
15. To enter into legal proceedings on the Council's behalf.
16. To consider the delegation of services and assets to the Town Council from other authorities and partnership working arrangements.
17. To consider all community and event grant requests in accordance with the policy of the Council.
18. To engage with community safety initiatives.
19. To oversee the provision of town centre public realm CCTV.