



# **GILLINGHAM TOWN COUNCIL**

## **FINANCE COMMITTEE**

### **T E R M S   O F   R E F E R E N C E**

#### **1.0 Accounts**

- 1.2 To ensure that the RFO completes the annual statement of accounts, annual report and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year, prior to certification by Full Council.
- 1.2 To oversee the arrangements for the exercise of electors' rights in relation to the accounts and in accordance with the requirements of the Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 1.3 To receive quarterly financial statements, prior to adoption by Full Council.
- 1.4 To receive internal and external audit management recommendations, prior to providing a written report to Full Council.
- 1.6 To ensure the audit management responses have been actioned and dealt with to a satisfactory conclusion.
- 1.7 To appoint a member of the town council to verify bank reconciliations produced by the RFO.
- 1.7 To receive and note verification of bank reconciliations on a regular basis.
- 1.8 To review authorised signatories for bank accounts for approval by Full Council.

#### **2.0 Administration**

- 2.1 To set up and oversee sub-committees and task and finish groups to deal with specific projects, as necessary.
- 2.2 To receive reports and recommendations from the meetings of sub-committee and task and finish groups, as necessary.

2.3 To provide detailed reports; identifying costs involved and approve sources of funding for projects up to the value of £9,999. Projects valued at £10,000 or more will be referred for approval by Full Council.

2.4 To provide detailed reports for all its meetings to Full Council for ratification.

### **3.0 Borrowing and Investments**

3.1 To review the town council's investments, in consultation with the RFO, and consider the need for an investment strategy and policy prior any recommendation to Full Council.

3.2 To consider any requests for borrowing including hire purchase and leasing arrangements in respect of value for money, prior to providing a written report to Full Council.

### **4.0 Budgeting**

4.1 To draft an annual budget and make recommendations to Full Council before a precept is agreed by Full Council in January.

4.3 To receive a schedule of payments in line with Financial Regulations, section 4: budgetary control and authority to spend.

4.4 To note the schedule of payments and authorise payments, as necessary.

### **5.0 Contracts and Tendering**

5.1 To oversee the tendering process of the appointment of an internal auditor.

5.2 To evaluate tender documentation and make recommendations to Full Council.

5.3 To review all fees and charges at least annually in October.

5.4 To oversee Service Level Agreements (SLA) with outside organisations, town and parish councils and the unitary authority.

5.5 To review utilities contracts to ensure best value.

### **6.0 Grants**

6.1 To consider applications for grant funding.

6.2 To annually review the criteria for grant applications.

### **7.0 Insurance**

7.1 To review the town council's insurance portfolio annually, to ensure adequate insurance provision to include asset and revenue protection, legal liabilities and employee accident and travel benefits, and to make recommendations to Full Council.

## **8.0 Monitoring and Review**

- 8.1 To monitor any bad debts.
- 8.2 To ensure the RFO promptly completes any VAT return that is required.
- 8.3 To receive any repayment claims due and in accordance with VAT Act 1994.
- 8.4 To review the council's three year forecast of revenue and capital receipt and payments.
- 8.5 To recommend the reallocation of unspent and available amounts to other budgets or to an earmarked reserve, as appropriate (virement).
- 8.6 To annually review earmarked reserves and monies held in the general reserve, following adoption of the annual accounts by Full Council.
- 8.7 To receive s106 project monitoring reports from Dorset Council for projects relevant to Gillingham and to make recommendations to Full Council as, necessary.
- 8.8 To receive project monitoring reports from the General Purposes Committee and to make recommendations to Full Council, as necessary.
- 8.9 To monitor the spend of external grant funding, commuted sums and section 106 monies and make recommendations to Full Council, as necessary.
- 8.10 To monitor the town council's five-year action plan and prioritise projects as funding becomes available and to make recommendations to Full Council, as necessary.

## **9.0 Policies and Procedures**

- 9.1 To review the Financial Regulations annually, prior to adoption at the Annual Town Meeting.
- 9.2 To review the Local Council Management Risk Assessment annually in June and to make recommendations to Full Council.
- 9.3 To review policy and procedures pertinent to the committee, prior to adoption by Full Council.

Reviewed: 13/05/19  
Adopted by Annual Council: 13/05/19, minute no. 007