

**Berkhamsted Town Council –
FINANCE & POLICY COMMITTEE
Terms of Reference**

(Ratified at the F&P meeting on 25th June 2007 Minute 47/07
Amended 18 December 2017 at Full Council to reflect quorum of 4 and membership of 7.
Also to reflect current, adopted Standing Orders.)
Last adopted by Full Council on 16/05/2022

1. Status

The Finance & Policy Committee shall be a Standing Committee of Berkhamsted Town Council appointed at the Annual Council Meeting. As such it is autonomous; its decisions do not require ratification by Council unless a matter is specifically referred up or is an issue required by law or proper practice to be discussed at Full Council. All committees are subject to adopted Standing Orders and the Code of Conduct.

2. Membership

The Committee shall consist of six elected Members of Berkhamsted Town Council. Its quorum shall be 4. In accordance with Standing Orders Part 1 para 8 Quorum, the Mayor shall be a voting member, ex-officio, but the Deputy Mayor, ex-officio, shall not have a vote unless already a member of the Committee.

3. Co-options

In accordance with Section 102 of the Local Government Act 1972, the Committee shall have no powers of co-option.

4. Aims and Objectives

- a. To have oversight and general control of the finances of the Town Council, in accordance with proper practice as set out in the Practitioners Guide, with particular responsibility for agreeing the annual Estimates of Income & Expenditure and recommending to Council the level of Precept.
- b. To consider applications for Grants from local organisations and subject to the Clerk's recommendations and the Grants budget set by Council to make Grants where lawful and appropriate.
- c. To consider the response of Council to consultation documents of a general nature, not covered by specific committee remits.
- d. Subject to the Clerk's recommendations, to set the Council's policy with regard to the introduction of new legislative and regulatory requirements.
- e. Subject to the Clerk's recommendations, to consider and set the framework for the employment of the Council's staff.
- f. Through the Support Services Working Group to carry out an annual review of staff salaries and make recommendations to Council in advance of the budget process.
- g. Through the Support Services Working Group, to monitor the annual staff appraisal scheme.

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- h. To appoint the Chairman of the Festival of Light Working Group and to be responsible for the town's Christmas lights display.
- i. To research opportunities for increasing market activity within the town and to liaise with the business community and/or Berkhamsted Chamber of Commerce, Berkhamsted Community Partnership, Dacorum Borough Council and such other agencies as are considered appropriate, to identify opportunities to increase the economic vitality of the town, and opportunities for tourism and transport, through joint partnership.
- j. To conform with the Town Council's Financial Regulations.
- k. To be responsible for the Town Council's Communications strategy, to include publicity, promotion and consultation with the public.

5. Working Groups

The Committee shall have the power to set up working groups as and when appropriate to further the tasks as identified in the Aims and Objectives. These groups shall report to the Committee on a regular basis or as specifically instructed.

6. Budget

The Committee shall be maintained in accordance with a budget set by the Council at its meeting in January. Any additional funds required by the Committee to discharge its obligations shall be sought by application to Council, if required by Financial Regulations.

7. Meetings

Meetings of the Committee shall normally take place six times a year. The time, date and place of meetings shall be determined by Council at the Annual Council Meeting, or otherwise by Council or this Committee's decision.