

**HEDNESFORD TOWN COUNCIL**

**Finance and General Purposes Committee**  
**Terms of Reference**

**1. Constitution & Attendance at Meetings**

All members of the Council may attend all meetings of the Committee and speak and vote subject to the rules regarding the Code of Conduct for elected members

The Chairman and Vice-Chairman will be appointed by the Council at the Annual Meeting

The Town Council Manager/Clerk in consultation with the Chairman of the Committee is authorised to convene meetings as necessary

**3. Purpose**

- To manage and control the finances of the Council, including recommending the annual budget and proposing a precept demand for the billing authority to be put before full Council.
- To arrange appropriate insurance cover for all the Council's responsibilities
- To be responsible for formulating and submitting bids for external funding on matters which fall within the scope of the Council's general policy framework
- To consider requests for financial assistance and make recommendations thereon to the full council
- To consider legislation, identify any implications for the Council and disseminate such information to all Council Members and employees as necessary
- To consider all matters relating to the structure/provision of Local Government and public services within the Parish including partnership arrangements and issues relating to the Local Area Agreement
- To consider all aspects of the management of property and land owned or leased by the Council has control (except such matters that are the responsibility of the Community Centre Management Committee)
- To consider all aspects of Health and Safety and issues relating to disability legislation for which the Council has responsibility (except such matters that are the responsibility of the Community Hall Management Committee)
- To deal with all employee matters except for the appointment of the Town Council Manager/Clerk which will be undertaken by the Council

- To consider matters relating to licensing and by-laws
- To consider any other matters referred to the Committee by the Council

(All the above matters may be considered and determined by the full council as appropriate)

No item not included on the agenda for a meeting may be discussed unless the Chairman agrees that it is of an urgent nature. The minutes of the meeting must record the reason for the urgency

#### **5. Quorum**

Four members of the Committee shall constitute a quorum of the Finance and General Purpose Committee. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and the business not transacted shall be transacted at the next meeting or on such other day as the Chairman in consultation with the Town Manager/Clerk may fix

#### **6. Review**

These terms of reference are to be reviewed at each Annual Council Meeting or at such other time as the Council may determine

HEDNESFORD TOWN COUNCIL

Audit and Standards Committee  
Terms of Reference

1. Constitution & Attendance at Meetings

The Chairman and Vice-Chairman and members will be appointed by the Council at the Annual Meeting (members will not include the Chairman of the Council and the Chairman of the Finance and General Purposes Committee)

The Town Council Manager/Clerk in consultation with the Chairman Of the Committee is authorised to convene meetings as necessary

3. Purpose

Audit

- To keep under review internal and external audit arrangements
- To ensure that regular audits are carried out in the following areas: legal, risk, financial (including statutory annual audits, VAT, PAYE), health and safety, Investments and insurance
- To monitor internal and external audit reviews and to recommend any action arising therefrom
- To investigate on behalf of the Council any financial or administrative matter which may put the Council at risk
- To examine reports on special investigations and to advise the Council accordingly
- To ensure there is coordination and good working relationships between internal audit, external audit and any other review bodies
- To encourage a culture within the Council whereby each individual feels that he or she has a part to play in guarding the probity of the Council, and is able to raise any concerns or worries

Standards

- To promote and maintain high standards of conduct by members of the Council
- To assist members to observe the Council's code of conduct and any local protocols
- To advise the Council on any revisions of the code of conduct
- To advise the Council of local protocols and to monitor their operation

- To enable training of members and officers to enable them to comply with the Code and protocols
- To manage and control all public registers of members' and officers' interests
- To consider and investigate complaints made to the Council

No item not including on the agenda for a meeting may be discussed unless the Chairman agrees that it is of an urgent nature. The minutes of the meeting must record the reason for the urgency

#### **4. Reporting**

The Committee will report to the full Council

#### **5. Quorum**

Three members of the Committee shall constitute a quorum. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and the business not transacted shall be transacted at the next meeting or on such other day as the Chairman in consultation with the Town Manager/Clerk may fix

#### **6. Review**

These terms of reference are to be reviewed at each Annual Council Meeting or at such other time as the Council may determine

HEDNESFORD TOWN COUNCIL

Pye Green Community Centre Management Committee  
Terms of Reference

**1. Constitution & Attendance at Meetings**

The Committee will have 5 members who will be entitled to speak and vote at meetings subject to the rules regarding the Code of Conduct for elected members

Regular users of the Centre may be invited to attend meetings and participate but not vote

The Chairman and Vice-Chairman will be appointed by the Council at the Annual Meeting

The Town Council Manager/Clerk in consultation with the Chairman of the Committee is authorised to convene meetings as necessary

**3. Purpose**

To be responsible for the day to day management of the Community Centre including:

- Reviewing the booking policy and rules for hire (including fees and charges)
- Monitoring the caretaking and staffing arrangements
- Monitoring usage and promoting use of the facility
- Considering energy saving initiatives
- Ensuring that the Community Centre building and grounds are maintained to a high standard
- Recommending a rolling programme of maintenance and equipment/furniture replacement
- Ensuring that the Centre has any necessary licences and that Health and Safety legislation and any other relevant regulations are observed

No item not included on the agenda for a meeting may be discussed unless the Chairman agrees that it is of an urgent nature. The minutes of the meeting must record the reason for the urgency

Note: In cases of urgency the Clerk in consultation with the Chairman of the Committee will take any necessary action to ensure the smooth operation and functioning of the Centre and any such action will be reported to the next meeting of the Committee or full Council as appropriate

#### **4. Reporting**

The Committee will report to the full Council

#### **5. Quorum**

2 members of the Committee shall constitute a quorum of the Committee. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and the business not transacted shall be transacted at the next meeting or on such other day as the Chairman in consultation with the Town Manager/Clerk may fix

#### **6. Review**

These terms of reference are to be reviewed at each Annual Council Meeting or at such other time as the Council may determine

**HEDNESFORD TOWN COUNCIL**

**Neighbourhood Plan Steering Group**  
**Terms of Reference**

**1. Constitution & Attendance at Meetings**

The Chairman and Vice-Chairman and members will be appointed by the Council at the Annual Meeting (members will include the principal speaker and deputy in respect of Planning)

The Steering Group may invite non council members to participate as appropriate

The Town Council Manager/Clerk in consultation with the Chairman of the Group is authorised to convene meetings as necessary

**3. Purpose**

The Steering Group will consider issues relating to the production of a Neighbourhood Plan for Hednesford

**4. Reporting**

The Steering Group will report to the full Council

**6. Review**

These terms of reference are to be reviewed at each Annual Council Meeting or at such other time as the Council may determine