



MINEHEAD TOWN COUNCIL

3 Summerland Road, Minehead, TA24 5BP

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Terms of Reference for the Finance & General Purposes Committee

Reviewed: May 2025

Approved:

Date for Next Review: May 2026

Purpose: To review, monitor and make recommendations to the Council on all matters of a financial nature and on wider administrative, service, and operational functions within the Council's remit, including amenities, public assets and community services.

This Committee is a standing Committee of the Full Council and is delegated responsibility for the following areas:

Responsibilities

Financial Matters

The Committee shall have delegated authority to:

- Monitor, review, and approve monthly expenditure and accounts for payment within delegated thresholds.
- Monitor, review and approve monthly bank reconciliations.
- Review quarterly expenditure against the approved budget and report to Full Council.
- Receive and determine grant applications up to £500; referring larger applications to Full Council.
- Review the Council's Grant Policy and Service Level Agreements, recommending changes where necessary.
- Review banking arrangements and mandates.

- Make recommendations on the Council's annual budget, precept and reserves.
- Oversee Council contracts and procurement processes.
- Appoint an internal auditor and oversee internal audit processes.
- Authorise works and services within budget and delegated authority, whether delivered by internal staff or contractors.
- Review and make recommendations regarding the Council's use and management of administrative assets, IT systems and digital infrastructure.

General Purposes and Operational Oversight

The Committee shall also oversee general administrative and operational functions, including:

- Oversight of council-owned buildings, open spaces, recreational areas, cemeteries and other public amenities, making recommendations for maintenance, improvement, or development.
- Review of town maintenance schedules and services (e.g., street furniture, signage, lighting, and litter bins).
- Recommendations on matters relating to civic events, public engagement initiatives and community services that fall outside the remit of other committees.
- Receiving reports from the advisory groups of Minehead Town Council and taking appropriate action or making recommendations to Full Council where necessary.
- Monitoring compliance with health and safety obligations in council-run facilities.
- Monitor service delivery and performance through regular reporting, including use of KPIs where relevant.
- Consider feedback or representations from residents, local organisations and community groups relating to services under the Committee's remit and respond appropriately.
- Promote and support environmentally sustainable practices across Council-owned assets, amenities and service delivery.
- Consideration of staffing resources where they relate to administrative and service functions, including reviewing recommendations from the Staffing Sub Committee and, where necessary, referring further recommendations to Full Council.
- Developing or reviewing policies and procedures not specific to other committees.
- Supporting the implementation of Council decisions and strategic objectives across departments.

Membership

The Committee will comprise all Councillors, reviewed annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

The Quorum of the committee is five (5) members. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.

Meetings

Meetings will be held monthly. The Chair is elected annually at the first meeting following the Annual Council Meeting. In the absence of the Chair, a temporary Chair shall be elected at the start of the meeting. Decisions are made by majority vote. The Mayor has the casting vote in the event of a tie.

Minutes

Minutes of all meetings will be recorded by the Town Clerk or Deputy Clerk & RFO and circulated at the next Full Council meeting before being approved at the subsequent committee meeting.

Delegated Authority to Authorise Payments

- The Committee may authorise individual net payments of up to £1,500 per item from the relevant budget without further Council approval.
- Grants up to £500 may be approved directly by the Committee.
- Any spending above these limits requires Full Council approval.

Operation of the Committee

- The Committee may appoint sub-committees or working groups as needed.
- It may not exceed its delegated powers and must refer significant or strategic decisions to Full Council.
- All agendas will be published at least three clear days before meetings on the Council's website and noticeboard.
- Any amendments to these Terms of Reference require Full Council approval.