



## TERMS OF REFERENCE FOR THE FINANCE AND GENERAL SERVICES COMMITTEE OF ASHINGTON TOWN COUNCIL

### 1. LEGAL

Unless a statutory prohibition applies, the performance of the statutory powers and functions and related work of a local council can be delegated to a committee.

This Committee is appointed in accordance with the provisions of Section 101, subsection 1 (a) of the Local Government Act 1972.

The powers, duties and functions of this Committee were approved at the meeting held on 16<sup>th</sup> May 2023.

### 2. CONSTITUTION

- The committee is called the Finance and General Services Committee.
- Membership includes all councillors.
- A third of the membership of this Committee shall constitute a quorum (6).
- If the number of Councillors present falls below the required quorum, the meeting shall be adjourned, and business not transacted shall be placed before the next meeting of this committee.
- The Committee shall elect a Chair and Vice-Chair from its membership at the first meeting of the Committee after the Council's Annual Meeting.
- The committee agrees to meet at 6.00pm on the second Tuesday of each month unless otherwise agreed by the Committee.
- The remit of the committee is agreed by full council.
- The committee has full delegated powers of decision making and spending in regards all items within its remit.
- The committee may consider other issues outside its remit referred to it by full council.
- The committee may agree a sub-committee and the terms of reference of that sub-committee.
- As a committee a formal summons for each meeting is required, in line with council standings orders.
- A draft report of each meeting will be presented for approval at the next meeting.

### 3. TERMS OF REFERENCE

#### ***Finance***

- Dealing with all matters relating to the general day-to-day administration and financial management of the Council.
- Dealing with matters specifically referred by the Council.
- Dealing with the Terms and Conditions of Service and Pension arrangements of the Town Council's staff, where appropriate and following recommendations of the Personnel Committee, in accordance with the Scheme of Conditions of Service of the National Joint Council's and the National Association of Local Councils.
- Considering and making a recommendation to Full Council of the Town Council's budget estimates and final accounts and emerging Council financial strategies and policies.
- Dealing with financial issues within existing budget provision, except that in an emergency 20% of general reserves could be used.
- Budget Monitoring.
- Approving the Monthly Payments Schedule.
- The consideration of Contracts, Leases and Service Level Agreements.



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- The awarding of Annual Grant Aid Funding and small grants and donations from the Town Council's revenue funds to organisations, for the encouragement and support of the work of those organisations concerned with cultural, charitable, sporting and leisure activities within the Town.

### ***Planning & Regeneration***

- The making of representations to Local Planning Authorities on applications for planning permission which have been notified in accordance with the Local Government Act 1972, Section 20, Schedule 16, and other relevant legislation and requested by members to be heard.
- The making of representations in respect of appeals against the refusal of planning permission.
- The making of recommendations to the Planning Authority regarding street naming.
- To consider and monitor the Town and other developmental plans and the making of all appropriate representations.
- The making of representations to the appropriate Planning Authority in respect of Tree Preservation Orders, Public Rights of Way etc.
- The making of representations to the appropriate authority in respect of all highway's matters.
- The making of representations to the appropriate authority in respect of public transport services.
- The facilitation and support of all economic development and regeneration initiatives for Ashington, including schemes specific to the major redevelopment and promotion of the Town Centre and High Street.
- The facilitation and support of all development and improvement schemes and initiatives for Ashington Market.

### ***Recreation and Leisure***

- The consideration and planning of Recreational and Leisure Services, provided directly, in partnership, or under contract by a third party, including but not restricted to:
  - Seasonal Lighting
  - Town Twinning
  - Allotments
  - Play Areas
  - Parks and Green Spaces
- The facilitation, management, and financial administration of Town events, including Annual Fayre Day and Christmas Lights Switch-On events.

### ***Environmental Services***

- The consideration and planning of Environmental Services, provided directly, in partnership, or under contract by a third party, including but not restricted to:
  - NCC Partnership Agreement
  - NCC Environmental Enforcement SLA
  - Environmental Enhancements
  - Bus Shelters
  - Public and Memorial Seats
  - Litter Bins
  - Memorials
  - CCTV