



**BARTON UPON HUMBER TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**TERMS OF REFERENCE – 2026/2027**

These rules are supplemental to, and do not in any way override, the Town Council's Standing Orders &/or Financial Regulations.

**Membership of the Finance & General Purposes Committee**

- a) Membership of the committee will be as decided at the Annual Town Council meeting each year, and will consist of a maximum of seven members.
- b) The committee shall be subject to a quorum of three members.

**Chair**

- a) The chair of the committee will be elected by the committee at its first meeting after the Annual Town Council meeting.
- b) The vice-chair of the committee will be elected by the committee at its first meeting after the Annual Town Council meeting.

**Conduct of Meetings**

- a) All meetings of the Finance & GP will be convened in accordance with the Town Council's Standing Orders.
- b) Meetings will be minuted

**Delegated Powers and responsibility of the Finance & General Purposes Committee**

The Finance & General Purposes Committee shall be authorised to undertake and discharge the following functions in the event that any of the matters set out below have not been considered or resolved by the Full Council.

- a) Review and monitor income and expenditure for the council as a whole.
- b) Provide guidance to Committees and Council on overall levels of income and expenditure.
- c) Draft the full annual budget in consultation with the statutory committees of the council.
- d) Recommend the annual precept to Full Council.
- f) Fully oversee council internal control and review internal control systems half yearly.
- g) Monitor any debts and procedures for debt recovery.
- h) review Internal and External Audit reports and report findings to Full Council to ensure any recommendations are acted upon.
- k) Annual review Financial Regulations and all policies and procedures relating to finance
- l) Monitor and manage the use of reserves and annually review the strategy for determining the amount of reserves.
- m) Annually review Standing Orders and all governance and risk management policies and procedures if not already done so during a full council meeting
- n) Ensure that the functions and activities of the Council comply with statutory requirements and adopted policies such as Freedom of Information, Transparency Code and General Data Protection.
- p) Review all lease, licence, legal and tenancy agreements.
- q) Review council insurance arrangements and asset management.
- r) Review Council Health and Safety and Risk Management arrangements
- s) Review council tender process and Tender Committee Terms of Reference and management of quotations received and delegated authority.
- t) Proactively seek external funding and other income streams for existing and new initiatives.