

**BROADSTAIRS & ST PETER'S TOWN COUNCIL**  
**Terms of Reference for**  
**The Finance and General Purposes Committee**  
**Reviewed at F&GP meeting on 21 July 2025**  
**Approved by Council on Monday 28 July 2025**

**MEMBERSHIP**

- The F&GP Committee shall consist of up to eight Councillors who shall be elected by the Council and may be re-elected each year at the Annual Meeting of the Town Council
- Councillor members shall have full voting rights on the committee.
- All Councillors may receive electronic papers for committee meetings and have the right to attend meetings and speak but not vote on agenda items.

**PROCEDURES**

- At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the committee membership. The Chairman and Vice Chairman may be re-elected.
- The committee will submit minutes of their meetings to the next meeting of the Council and seek approval for recommendations made.
- The quorum for the committee shall be three. Business cannot be transacted with fewer than three voting members present.
- The Committee shall act lawfully and in accordance with the Council's Standing Orders.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

**FREQUENCY OF MEETINGS**

- The Committee will normally meet quarterly. The schedule will be published along with all other committee meetings.
- Meetings will take place at Pierremont Hall or other suitable venue and will be open to the public.

**COMMITTEE FUNCTIONS –**

The committee shall

- Make recommendations to Council for all items over £10,000
- Make recommendations to Council for all grants over £5000
- Monitor the Council's income and expenditure and receive quarterly budget comparisons. It will draw the attention of the Council to any matters of concern.
- Prepare a budget in conjunction with the Town Clerk
- Prepare precept estimates for consideration by the Council
- Undertake an annual review of the financial management procedures and financial regulations of the Council and make recommendations to the Council on other matters delegated to the committee
- Monitor reserves and assets
- Advise Council on all matters on internal audit with regard to Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement.
- Advise and make recommendations to Council on all aspects of finance and governance.

