

**Finance & Data Protection Committee**  
**Terms of Reference**

**1. Committee**

The Finance and General Purposes Committee (F&DP) is constituted as a Standing Committee of Stalham Town Council.

**2. Members**

5 Councillors to be appointed annually at the Annual Meeting of the Town Council  
The quorum of the Committee shall be three Members.

**3. Voting**

Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

**4. Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Town Council then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a Member who has declared an interest then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates.

**5. Chairman and Vice-Chairman**

The Chairman and Vice-Chairman are to be elected annually by the Full Council at the Annual Meeting.

**6. Meetings**

The Committee will meet as per the calendared dates set in September, with a minimum of 3 working days' notice given.

**7. Terms Of Reference**

To review the Terms of Reference of the F&DP Committee at the Annual Meeting of the Council and when necessary the committee to make appropriate recommendations to Full Council.

## **8. Responsibilities**

### **Finance**

The Committee has overall responsibility for the management of the Council's financial affairs in accordance with legislative requirements, regulations and guidelines. These will include:

- Providing accounts, end-of-year balance sheets and supporting documentation.
- Setting up accounting practices and systems.
- To apply Best Value Principles to the Council's affairs, even though there is no legal requirement to undertake this and recommend accordingly.

To consider forward planning and provide earmarked reserves for the replacement of equipment, vehicles, buildings and specific items of expenditure required in the future to lessen the precept burden in any one year.

- Undertaking an annual review of all fees, charges, direct debits and allowances.
- To consider all aspects of the Council's delivery service and recommend accordingly.
- To seek grant aid and appropriate support in respect of the responsibilities of the Council.
- Making investment recommendations in the long and short term.
- Ensuring the Council is adequately insured that this is reviewed annually and recommend accordingly to Full Council.
- To produce each year a financial report to be made available to the public.
- Authorising subscriptions to organisations that are involved in local and national issues, which affect the work of the Council.
- Monitoring all Committees income and expenditure during the financial year and where appropriate recommending action to be taken.
- To appoint at least four Committee Members that are not bank signatories at the Annual Council Meeting to audit the Council's financial affairs throughout the year to ensure practices, procedures, best value principles, management and legislative requirements are complied with and there are no discrepancies. These Members and the Chairman of the Committee consider all the above financial matters and make appropriate recommendations where necessary to this Committee.
- Recording expenditure under Section 137 of the Local Government Act and recording this in end of year balance sheets.
- Recommending the borrowing of funds and making the appropriate Loan Sanction Applications.
- To review annually and update the Financial Regulations, ensuring they are observed and make appropriate recommendations to Full Council.
- To prepare and submit the Council's annual budget for approval to the December Full Council Meeting.
- To ensure that all reserves are managed in line with the Council's Financial Regulations.
- To receive and review both Internal and External Audit Reports and arrange for implementation of any recommendations. The Internal Auditor carries out Audits twice a year and is appointed by the Council. The External Auditor carries out an annual Audit of the Annual Return and is appointed by legislation.
- To oversee all legal matters pertaining to leases, mortgage, insurance claims, easements, tenancies, contracts, loans, insurance cover, damage to property, vehicle insurance specification of work and debt recovery and make recommendations to Full Council.
- The Committee shall have a permit to commit/spend up to £1000 of expenditure. Any amount above that value will be reported to the Full Council meeting for their approval.

## **Data Protection**

- To determine the purpose and manner of processing personal data according to the law
- To ensure that councillors and staff receive ongoing and appropriate training for Data Protection
- To conduct a survey of the Information Audit, Privacy Notices and any Risk Management to ensure compliance with Data Protection
- To receive any reports from the DPO of any manifestly unfounded requests and confirm action to be taken
- To receive reports from the DPO of any investigation of breaches which might need to be undertaken
- To make an annual review of the GDPR Policy and recommend any changes to Council which might be required
- To recommend to Council any changes which may be required in Standing Orders in respect of DP

## **9. Meeting Duration**

The F&DP Committee Meeting shall be for a maximum of 3 hours, with any unfinished business being taken at the beginning of the next F&DP Committee Meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.

## **10. Minutes**

All Minutes shall be open for inspection by any Member of the Town Council or Public.

## **11. Reporting to Council**

The Chair of the F&DP Committee must report to Full Council in respect of those activities at meetings in order that progress may be noted and decisions ratified.

## **12. Admission Of The Public And Press**

The Public and Press may be admitted to all meetings. If required, they may be temporarily excluded by means of a special resolution as follows: "In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".