



POLICY & FINANCE COMMITTEE **TERMS OF REFERENCE**

1.0 Introduction

The following general terms of reference apply to all Committees:

- 1.1 That all delegated powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
- 1.2 That powers be subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations.
- 1.3 That any unresolved differences between Committees, Sub-Committees and Advisory Committees shall be referred to Full Council for determination.
- 1.4 Day to day management of Council matters rest with the Town Clerk as proper officer of the Council and the Responsible Financial Officer.
- 1.5 That all urgent and emergency matters will be dealt with as they arise by the Town Clerk in consultation with the Chair and Vice Chair of the relevant Committee and the Mayor of Ludlow and reported to the next appropriate Committee or Full Council meeting whichever comes first.
- 1.6 Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Ludlow.
- 1.7 All meetings will normally commence at 7.00pm on a day to be agreed by either Council or the relevant Committee except by prior agreement with the Chair and Vice Chair of the Committee and aim to close by 9.00pm
- 1.8 There will be a public open session included on every agenda when members of the public can address the Council or Committee on matters relating to Ludlow.

2.0 Membership

- 2.1 The Committee will meet once every six weeks.
- 2.2 Committee Membership is open to all Councillors.

- 2.3 All Members of Ludlow Town Council will receive copies of every agenda and their relevant attachments.
- 2.4 Membership of this Committee will only be made up from serving Councillors.
- 2.5 Membership shall include the Mayor, Deputy Mayor, Chair of Services and Chair of the Representational Committee.

3.0 Procedures

- 3.1 The Committee will operate within Ludlow Town Council's Standing Orders and Local Government Law.
- 3.2 At the Annual General Meeting of Ludlow Town Council the Town Council shall elect a Chair and Vice Chair for this Committee for the forthcoming year from amongst its membership. The Chair and Vice Chair may be re-elected.
- 3.3 The Committee will submit all its minutes of meetings to the next appropriate meeting of Ludlow Town Council.
- 3.4 The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in September/October.
- 3.5 The Town Clerk and Administrative Officer will provide administrative support for the Committee.

4.0 Meeting Dates

- 4.1 The schedule of meetings shall be agreed at the Annual Town Council meeting.
- 4.2 The Committee shall meet every 6 weeks on a Monday at 7.00pm in The Guildhall, Mill Street, Ludlow, SY8 1AZ unless otherwise agreed.

5.0 Committee Functions

- 5.1 To advise the Council on its Corporate Policies and Strategies.
- 5.2 To advise the Council on the budget proposals of all Committees and the level of the precept to be levied each year.
- 5.3 To be responsible for all aspects of the financial administration of the Council including arrangements for preparation of the accounts, audit of accounts and for ensuring preparation of, and compliance with, the Council's financial regulations.

Adopted by Council 9th May 2012

Reviewed & Adopted by Council 15th May 2013; 2nd September 2013; 14th May 2014; 13th May 2015;
11th May 2016; 10th May 2017; 9th May 2018; 11th May 2022; 10th May 2023

Reviewed & Adopted by Council 8th May 2024

- 5.4 To advise the Council on the level of allowances to be payable to Councillors.
- 5.5 To be responsible for authorising legal proceedings in relation to contentious matters, subject to the likely costs associated therewith being included within the Council's budget.
- 5.6 To advise the Council on responses to be made to:-
 - i) Shropshire Council corporate plans and policies
 - ii) The strategy for Shropshire Council.
 - iii) The structure of Local Government, including proposals for Regional Government.
 - iv) All other consultation documents where responsibility for responding is not otherwise allocated to another Committee.
- 5.7 To be responsible for advising the Council on Standing Orders in respect to the Conduct of Meetings, Code of Conduct for members and all similar documentation relating to the overall administration of the Council's affairs.
- 5.8 To undertake within the overall policies and approved budgets of the Council the following duties and functions:-
 - i) Determination of applications for grant aid submitted to the Council.
 - ii) Determination of fees and charges for services provided by the Council.
 - iii) Determination of subscriptions to be paid by the Council.
 - iv) All matters relating to the preparation of the Council's accounts and the implementation of appropriate audit procedures.
 - v) Management and development of CCTV.
- 5.9 Writing, updating and monitoring the Town Plan.
- 5.10 To exercise all the powers, duties and functions of the Council and of any Committee where in the interest of the town, it is essential for decisions to be taken notwithstanding the fact that ordinarily the matter would have been referred to another Committee or Council for determination.
- 5.11 To monitor the implementation of recommendations for GDPR compliance from the Data Protection Officer (DPO)
- 5.12 That the Committee Chair and the Mayor receive enhanced GDPR training.
- 5.13 In the event of a Subject Access Request (SAR) and Data Breaches, the Chair of P&F Committee or the Mayor should liaise with the Town Clerk to co-ordinate the Council response to an SAR or Data Breach.