

FUNCTIONS OF COMMITTEES/TERMS OF REFERENCE

FINANCE & GENERAL PURPOSES COMMITTEE

1. To monitor and transact the financial business of the Council.
2. To have delegated powers to resolve matters connected with the following otherwise to recommend only to the full Council:
 - 2.1. The Town Hall, including any special arrangements for its use and occupation.
 - 2.2. Leases and licenses for the occupation of Council property.
 - 2.3. Civic Regalia and authorising reproduction of the Seal.
 - 2.4. Band performances.
3. To be responsible for:
 - 3.1. Personnel and establishment matters including appeals from staff under the Council's Grievance or Disciplinary Procedures but excluding staff appointments.
 - 3.2. Arrangements for lectures and exhibitions sponsored by the Council.
 - 3.3. Any chattels relevant to the Town's history including acceptance of gifts, in conjunction with the Charities Committee and Charity Trustees Meetings, see below.
 - 3.4. All other functions of the Council and all consequential matters (e.g., formulation and acceptance of tenders) unless they are otherwise specified as being the function of another Committee or delegated authority or required to be dealt with by the full Council.

SUB-COMMITTEES OF FINANCE AND GENERAL PURPOSES COMMITTEE

1. PERSONNEL SUB-COMMITTEES

To deal with staffing matters for reporting back to either F & GP Committee or Council.

The following Sub-Committees require their terms of reference properly defined:

Personnel Sub-Committee

To deal with all matters relating to general staffing, grievance, and disciplinary issues in accordance with Council's established policy.

Personnel (Appeals) Sub-Committee

- a) To hear appeals on the outcomes from the Personnel Sub-Committee.
- b) To deal with matters referred to it by either individual staff members or by Council.

S106 Fishermans Beach Working Group

- a. To work toward the implementation of projects that are deemed eligible for financial assistance from Sainsbury's S106 monies.
- b. To report regularly to the parent Committee – Finance & General Purposes Committee on progress.