Kington Town Council
Finance, Personnel and General Purposes Committee

The Finance, Personnel and General Purposes Committee is a committee of Kington Town Council and shall operate within the terms of reference set by the Full Council.

MEMBERSHIP

1. Membership of the Committee will be a minimum *of* 5 (five) Councillors and a maximum of 7 (seven) councillors, including ex officio the Mayor and Deputy Mayor(s), and with other members to be appointed each year by the Town Council at its annual meeting. Full Council may, if it so wishes, appoint additional members during the year by resolution of the Council.

2. The quorum for the Committee will be 5 (five).

3. The Chair and vice Chair will be elected at the first meeting of the Committee after Kington Town Council annual meeting.

4. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.

OPERATIONS

5. The Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Kington Town Council Annual Meeting, the Ethical and Environmental Policy and such other policies and procedures of the Town Council as are relevant to the subject under discussion.

6. The Finance, Personnel and General Purposes Committee will meet bi-monthly, or at such other times as may be required to discuss and recommend to the Council on urgent items of business within its remit.

Agreed by Kington Town Council at a meeting held on 6th November 2023 – Minute ref. 178/23 & updated at a meeting of the town council held on 16.6.2025; updated FP&GPC held on 07.09.26 – Minute ref. 017-26;

7. The Clerk and/or Responsible Financial Officer (if different) will undertake any correspondence required.

8. The agenda will be published, with items to be discussed listed and any supporting papers, no later than 3 clear working days in advance of the meeting.

9. Minutes will be taken and distributed with Kington Town Council (KTC) papers and agreed at the next Committee meeting.

10. Members of the Committee may vote on resolutions put to the committee.

11. All meetings of the Committee shall be open to the public, except that the Committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation. For the avoidance of doubt, councillors who attend meetings of the Finance, Personnel and General Purposes Committee but are not members of the committee are considered to be members of the public and must leave the meeting in the event that the meeting resolves to exclude the press and public for any agenda item.

DELEGATED POWERS AND RESPONSIBILITIES

12. The Finance, Personnel and General Purposes Committee will have such delegated powers as are conferred by resolution of full Council from time to time.

13. The Committee is authorised to set up task and finish groups/advisory groups as it may wish from time to time in order to support its functions except that such task and finish groups/advisory groups are only authorised to report back to the Committee and may not commit the Town Council or the Committee to any act or expenditure or carry out any functions that have not been delegated to the Committee by Full Council.

14. The Committee has the following delegated powers and responsibilities:

    a) To prepare and recommend to full council:

        - The annual budget for the Council
        - Recommendations for the Precept

    b) To monitor receipts and payments of the Town Council in relation to the approved budget set by the Town Council and report significant variances to the Town Council and/or make recommendations to Full Council as deemed appropriate.

    c) To consider the effectiveness of the Internal Audit processes and make recommendations to Full Council for the appointment of the Internal Auditor

d) To appoint a councillor who is not a member of the Committee to monitor the Town Council bank accounts against the cash book and to report on findings to the Committee.

e) To oversee the preparation of the Annual Governance and Accounting Return and supporting documents with a view to making a recommendation to Full Council.

f) To consider the reports from the Internal Auditor and make recommendations as required to Full Council.

g) To oversee the management of the period for electors rights to view the accounts and supporting documents for the Town Council.

h) To oversee the management of cash balances of the Town Council in accordance with any appropriate investment policy in effect from time to time or as resolved by the Town Council.

i) To monitor and oversee all employment issues relevant to permanent, temporary, full and part time staff and such casual staff as may be employed by the Town Council from time to time, to include but not be limited to:

- Reviewing staffing structure to best meet the needs of the Council.
- Reviewing staff working conditions including wellbeing, health and safety at work, salary structures.
- To set up and appoint sub-committees to respond to grievance or disciplinary issues in accordance with the relevant policies and procedures of the town council.

j) To periodically review employment policies and procedures, including health and safety policies and procedures to ensure they are up to date and relevant to the Town Council and make such recommendations as may be appropriate for any changes.

k) To manage the processes for the appointment of new staff with a view to making recommendations for appointment to Full Council. This may include undertaking interviews of candidates in accordance with policies and procedures if delegated authority to do so by Full Council.

l) To review issues relating to the following matters and report relevant issues to the Town Council as the committee feels relevant:
    - Buildings occupied by the Town Council and such other buildings that can be determined as Community Assets.
    - Provision of public conveniences.
    - Youth provision within the town.

- Tourism and matters relating to the Tourist Information Centre.
- Arts, culture and museum provision.
- Social care, support services and information and advice provision.
- Health provision and care.

m) The Committee is authorised to liaise with and discuss with relevant and appropriate outside bodies such issues as arise in relation to its interests, with the proviso that:
    - Such discussions are reported on to the Town Council.
    - Such discussions do not include any commitments on behalf of the town Council beyond any delegated powers that may be accorded to the Committee by the Town Council.
    - Such discussions pay due regard to any confidential issues identified by the Town Council.