

**RINGWOOD TOWN COUNCIL****TERMS OF REFERENCE****POLICY AND FINANCE COMMITTEE**

1. To advise the Council on its Corporate Policies and Strategies.
2. To advise the Council on the budget proposals of all Committees and the level of the precept to be levied each year.
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.
4. To advise the Council on the level of allowances to be payable to Councillors.
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.
6. To advise the Council on responses to be made to:-
  - i) New Forest District Council corporate plans and policies.
  - ii) The strategy for the New Forest.
  - iii) The New Forest National Park.
  - iv) The structure of Local Government, including proposals for Regional Government.
  - v) Hampshire County Council's corporate plans and policies.
  - vi) All other consultation documents where responsibility for responding is not otherwise allocated to another Committee.
7. To advise the Council on Community Awards.
8. 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.
9. 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) Maintenance and development of IT facilities for the Council including the development of the Council's web-site.

- vi) Development of the Council's public relations and its interface with the community.
  - vii) All matters relating to Ringwood Festival and Carnival Committees.
  - viii) Management and development of CCTV.
  - ix) Management and development of markets, including the Farmers Markets.
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.