

TENTERDEN TOWN COUNCIL - TERMS OF REFERENCE

Sub-Committee name:	Standing Orders, Financial Regulations & Donations Sub-Committee
Standing Committee:	Finance & General Purposes Committee
Membership and appointment:	<p>Membership is to comprise –</p> <ul style="list-style-type: none">(a) the Responsible Financial Councillor ("RFC")(b) any Councillor appointed by the F&GP Committee for the period of one year <p>and</p> <ul style="list-style-type: none">(c) other Councillors and non-Councillors co-opted by the Sub-Committee for a period of up to one year <p>The Sub-Committee must comprise no less than four Councillor members.</p>
Chairing:	<p>The Sub-Committee shall be chaired by the RFC or (in the RFC's absence) shall elect its own chairman for individual meetings on the basis of a vote by the majority of Sub-Committee members in attendance</p>
Frequency of meetings: and quorum:	<p>The Sub-Committee shall meet</p> <ul style="list-style-type: none">(a) as often as it deems appropriate to keep abreast of developments relating to its functions and delegated authority <p>or</p> <ul style="list-style-type: none">(b) on the advice of the Standing Committee
Quorum:	Half of the Councillor members
Record of meetings:	<p>A member of the Sub-Committee shall be appointed at each meeting of the Sub-Committee itself (by majority vote of the members of the Sub-Committee in attendance) to take the minutes of that meeting. Such minutes shall be made publicly available, unless</p> <ul style="list-style-type: none">(a) the information therein is of a commercially sensitive nature <p>or</p> <ul style="list-style-type: none">(b) doing so would constitute a breach of data protection law <p>Where the Sub-Committee is involved in meetings with third parties and no formal minutes are taken, a member of the Sub-Committee shall report to the Standing Committee on the discussion and the outcome of the meeting. The committee shall decide whether the whole or any part of any such report shall be treated as confidential</p>
Reporting mechanism:	<p>The Sub-Committee shall report to the Committee as often and in such manner as the Sub-Committee deems appropriate in order to keep the Committee informed of progress, and also on request by the Committee. Such reports shall be publicly available unless the Committee or the Council decides otherwise under Standing Order 1C</p>

**Functions &
delegated authority:**

The role of the Sub-Committee is to –

- review the council's Standing Orders, Financial Regulations, Volunteer Policy and complaints procedure and the members' Code of Conduct ("the Procedural and Policy Documents") in the light of changes in legislation and circumstances
- recommend to the committee (for adoption by the council) any suitable changes to the Procedural and Policy Documents.
- determine the criteria which organisations must fulfil in order to be eligible for a donation from the Town Council
- invite (in August each year) and consider (in October each year) applications from community organisations for donations
- recommend to the committee (for approval by the council) which organisations should receive a donation and the amount deemed appropriate.