

GENERAL MANAGEMENT COMMITTEE

Mission Statement

The General Management Committee is committee to advise the Council on its corporate policies, strategies and level of resources and to ensure that the financial status of the Council is maintained within agreed budgets having due regard to both revenue and capital expenditure. It holds authority for the financial planning of the Town Council and monitors performance of the Council's Committees and services. It gives careful consideration to present and future tax payers.

Delegation

1. Shaftesbury Town Council has agreed to adopt the General Management Committee Terms of Reference at its meeting on 31st May 2016 and has recorded the decision under Minute FC13.
2. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

Procedures

1. The committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The Town Clerk will provide administrative support for the Committee.

Meetings

1. The schedule of meetings shall be agreed at the Annual Meeting.
2. The Town Council General Management Committee will meet at least once in each six week cycle of meetings, a total of eight meetings in the municipal year.
3. Additional meetings may be required.
4. A maximum of seven Councillors will be members of the Committee made up of the Chair and Vice Chair of the Planning and Highways Committee, Chair and Vice Chair of the Recreation, Open Spaces and Environment Committee, Chair and Vice Chair of the Human Resources Committee, Deputy Mayor and other members as required to fill the satisfy the membership number. The quorum of the Committee shall be three.
5. There will be a public consultation period at each meeting.

Terms of Reference

1. To recommend the precept requirement to Shaftesbury Town Council for approval.
2. To monitor all financial matters and the accounts responsibly and diligently
3. To carry out financial investigations and request relevant supporting documents and evidence when appropriate
4. To review on an annual basis the Council's adopted Financial Regulations for managing all aspects of Council's finances and recommend any amendments as appropriate for adoption by Full Council.
5. To ensure that the Town Council's financial practices comply with the Financial Regulations set out by the Audit Commission, Central Government and Council's adopted Financial Regulations.
6. To overview the deliberations and actions of all the Council's committees and create coordination between committees; ensuring the efficient use of resources
7. To establish the needs of the community through liaison with residents, businesses, neighbouring councils and local organisations, and make recommendations to Full Council or to the appropriate committee
8. To consider and make recommendations on matters of policy relating to the Town Council
9. To receive reports on legislative changes from the Town Clerk, and where necessary make recommendations to Full Council or committees
10. To make recommendations on establishing the standard and type of new services which the town council wishes to provide and determine and report on the implications and financial resources necessary to sustain and develop them.
11. To create working groups to oversee & assist on development & delivery of council initiatives.
12. To liaise with local organisations in order to ascertain and make recommendations to Full Council on Service Level Agreements and Grant Aid.
13. To maintain and develop IT facilities, including a web presence.
14. To be responsible for authorising legal proceedings in relation to contentious matters (subject to the likely costs of such proceedings being included in the councils budget) and for making recommendations on proposals regarding the prosecution or defence of any legal proceedings. Such matters to be dealt with until the initial procedures have been concluded and any matter whereby such procedures have failed to achieve a satisfactory resolution should be referred thereafter to Full Council.
15. To exercise all the powers, duties and functions of the council and its committees where, in the interests 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 of the council for determination.

16. To be responsible for the management of the Councillor skills audit and make recommendations on best use of councillors' skills in the setting up of working groups.
17. To make recommendations for the Council's committee structure.
18. To be responsible for the management of the Council's Emergency Plan – its testing and annual review for appropriateness.
19. To receive any necessary reports from the Mayor and Deputy Mayor in relation to the management of and adherence to the Town Council's Standing Orders and to make appropriate recommendations to Full Council
20. To promote Council activity and invites by developing public relations through as many mediums as possible and to ensure the release of appropriate information to the press and the public in a timely manner in accordance with the Town Council's Standing Orders and Constitution.
21. To maintain Council owned buildings.
22. To monitor fees and charges relating to use of Council owned buildings.
23. Create, review and monitor performance of Strategic Plan.

Adopted 4th July 2017