Updated: 18.5.2026
Adopted by Full Council: 18.5.2026
Review date: Annual Meeting May 2027

Cyngor Tref *Aberystwyth* Town Council

FINANCE AND ESTABLISHMENT COMMITTEE

Terms of Reference

1. **Procedures**
   a. The Finance and Establishment Committee reports to Full Council.
   b. The Mayor and Deputy Mayor are automatically *ex-officio* members of the Finance and Establishment Committee and have voting rights.
   c. Apart from 1.2., the membership of the Finance and Establishment Committee is determined annually by Full Council, in the first Full Council meeting after the Annual Meeting.
   d. The Finance and Establishment Committee meets 11 times a year excluding extraordinary meetings (usually on the third Monday night of each month).
   e. The quorum of the Finance and Establishment Committee is a half of the membership or 3 councillors, whichever is more. No business will be discussed while the meeting is inquorate. If quorum is not achieved 10 minutes after the scheduled start of the meeting, the meeting will not be held.
   f. The chair of the Finance and Establishment Committee will manage the meeting in accordance with Section 2.

2. **Chairing**
   a. The first item on the Finance and Establishment Committee agenda immediately following the Annual Meeting of Council will be to elect a chair and vice-chair.
   b. In general, meetings are managed by the Chair of the Finance and Establishment Committee.
   c. If the Chair is unable to attend, the Vice-Chair becomes the Chair for that specific meeting.
   d. If the Chair and Vice-Chair are unable to attend, the members can elect another member to be the Chair for that specific meeting.
   e. It is expected that the Chair will have read any Finance and Establishment papers thoroughly before the meeting and be able to present them in an unbiased way to the other councillors.
   f. A vote of no confidence can be put in the Chair or Vice-Chair. More than half of the Finance and Establishment Committee members would need to vote in favour for the motion to succeed. If the motion does succeed, it is necessary for the Chair or Vice-Chair

to resign as Chair/Vice-Chair of the Finance and Establishment Committee and to yield the chair immediately.

g. ONLY through a formal motion on the agenda can 2.6. be done. No confidence cannot be put as an emergency motion or raised in the course of the meeting.

3. Agenda

a. The agenda for the Finance and Establishment Committee will be advertised to councillors and the public in accordance with 3ai and 3aii in the Standing Orders.
b. The agenda will include the following: Present, Apologies, Declarations of interest, Correspondence, Accounts, and any other motions which may come to the office for the consideration of the Finance and Establishment Committee.
c. Draft Agendas will be discussed between the Proper Officer and Chair of General Management prior to being advertised.

4. Meetings

a. Members of the public can attend the meetings, and they can speak depending on permission of the Chair.

5. Scope of Responsibilities

a. To consider and review the accounts and financial position of the Council.
b. To consider the allocation and control of the financial and manpower resources of the Council.
c. To consider Council property.
d. To consider office equipment.
e. To consider Councillors' and Mayoral regalia.
f. To consider the financial estimates of the Council and recommend the precept to be levied.
g. To consider the Council's Revenue and Capital Budget and the works scheduled therein.
h. To consider the collection of all revenue, the raising and renewal of loans and insurance.
i. To consider the banking, financial and accounting methods adopted by the Council.
j. To consider and authorise where necessary Members' attendance at conferences, courses and meetings.
k. To consider the delegation of appropriate services to the Town Council from other authorities.
l. To consider relevant consultations from Government and other bodies.
m. To consider applications for grants or financial assistance.
n. To consider expenditure for maintenance and determine emergency repairs, safety and upkeep of the Council's land, buildings and premises.
o. To consider other matters referred to it by Full Council or any other committee.
p. To consider the provision of Council services.

6. Delegated Powers

a. To amend the Council's bank mandate to add or remove signatories.
b. To appoint a member to review the bank reconciliations produced by the RFO, in accordance with section 2.6 of the Council's Financial Regulations.
c. To make decisions and incur expenditure, excluding where this involves new expenditure or the setting of budgets, under the following budget headings only:
   i. 6130 Vehicle expenses

7. The Proper Officer

a. The Proper Officer will circulate Finance and Establishment accounts to members in accordance with standing orders 3ai and 3aii.
b. The Proper Officer will take minutes of the Finance and Establishment Committee.

8. Special circumstances

a. If the Finance and Establishment Committee meeting is not quorate 10 minutes after the start, time-sensitive Finance and Establishment matters will be dealt with in consultation with the Council.
b. If a Finance and Establishment matter arrives after the Finance and Establishment Committee and has a deadline before the meeting of Full Council, the matter will be dealt with in consultation with the Council.
c. In accordance with 6c and 6d of the Standing Orders, 2 members can call on the Chair of the Finance and Establishment Committee to call an extraordinary meeting. If this is done, the matters under discussion will be considered by the members in the extraordinary meeting.