**Strategy and Finance Committee – Terms of Reference**

1. The Committee has responsibility for:

* + Strategic direction for the Council
  + Financial planning, management and monitoring
  + Overall budgeting and forecasting including staffing costs
  + Use of IT
  + Grants to support community activities
  + Grant support for South Hill Park Arts Centre
  + Property/land management/boundaries and insurance matters
  + Contractual matters
  + Health and Safety
  + Liaison with partners / statutory agencies
  + Communications, including newsletter
  + Twinning
  + Production of a Neighbourhood Plan
  + Council projects

2. The Committee has delegated authority to consider issues, make enquiries and make responses on behalf of Bracknell Town Council in respect of the areas for which it has responsibility.

3. The Committee will consider the budget before submission to Full Council for approval.

4. Relevant matters will be considered at the first meeting possible after they have been reported to the Town Council.

5. Any proposed Agenda items must be presented to the Town Clerk

6. Five members shall constitute a quorum.

7. In the event of an inquorate meeting, the Chairman will rearrange the meeting OR matters will be referred after discussion for consideration by the Full Council.

8. A report of the actions taken shall be made to the next meeting of the Committee for endorsement and recording in the minutes.

9. Any proposed agenda items need to be brought to the attention of the Town Clerk 10 working days prior to the next scheduled meeting. Failure to do so may result in the item not being included on the agenda.

10. Only Bracknell Town Council elected Councillors will have voting rights