



TERMS OF REFERENCE
BUSINESS IMPROVEMENT & DEVELOPMENT BOARD
Approved by Council: December 2020

8 Members of the Authority

Quorum = 3

Meetings: Meetings will take place at least bimonthly

All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council	<ul style="list-style-type: none">• Committee
2. Resources	<ul style="list-style-type: none">•
2.1 To oversee and direct the use of financial and technological resources of the Rufus Centre & Barclays Bank.	<ul style="list-style-type: none">• Operational Management to Responsible Financial Officer (RFO), & other officers in accordance with Financial Regulations.• Strategic advice by Town Clerk• Committee for strategic overview
3. Finance	
3.1 To be responsible for the overall management and control of the finances of the Rufus Centre.	<ul style="list-style-type: none">• Committee for strategic overview• RFO & Town Clerk in accordance with Financial Regulations and for operational management
3.2 Reviewing tenant rent rates, conference rates and function rates with the objective of ensuring the business remains financially viable.	<ul style="list-style-type: none">• Committee/ RFO in accordance with Financial Regulations
3.3 Approval of variation, overspend, and virement in accordance with Financial regulations	<ul style="list-style-type: none">• Committee, Town Clerk & RFO as set out in Financial Regulations
3.4 To advise on the financial implications of proposed new policies or development of existing policies relating to the Rufus & Barclays Bank, including sources of revenue.	<ul style="list-style-type: none">• Committee
3.5 To regularly monitor performance of all income streams.	<ul style="list-style-type: none">• Committee, Town Clerk/RFO
3.6 To supervise the Council's insurance arrangements.	<ul style="list-style-type: none">• Town Clerk for renewal & operational matters and minor changes in cover.• Committee for tendering & significant changes of cover raising premium by more than 15%
3.7 Approval of all fees and charges for the Rufus and Barclays Bank.	<ul style="list-style-type: none">• Committee following advice from appropriate committees
4. Property	
4.1 Develop a Strategy for 3 Station Road	<ul style="list-style-type: none">• Committee
4.2 Recycling and environmental impact including energy efficiency.	<ul style="list-style-type: none">• Committee

5. Information & Technology	
5.1 To oversee the use of information and other technology in support of the Rufus Centre	<ul style="list-style-type: none"> • Operational Management to Town Clerk • Strategic Overview to Committee & Contracts within approved budget
5.2 IT (split with Corporate Services) – responsibility to IT infrastructure and systems used by FTC as well as service and maintenance contracts with the exception of the FTC Website.	<ul style="list-style-type: none"> • Committee