

LUDGERSHALL TOWN COUNCIL



TERMS OF REFERENCE FINANCE AND POLICY

The Finance and Policy Committee shall be administered and managed in accordance with these Terms of Reference and to be read in conjunction with Ludgershall Town Council Standing Orders and reviewed annually.

The Council shall appoint a Finance and Policy Committee to consider matters only relating to the responsibilities listed below that are provided by the Town Council.

This Committee Chairman shall be the Vice-Chairman of Full Town Council as elected annually at the May full Town Council meeting and the Committee shall consist of the Chairman & Vice-Chairman of the three spending committee's plus the Chairman of Full Town Council. If one Cllr has 2 positions, then one of these positions will be allocated to another member of one of the affected committees.

The Committee shall meet on the last Tuesday of every other month starting in May of each year, at a venue tbc, at 7-00pm and each meeting shall have a quorum of not less than 3 members. The Chairman shall in the case of an equality of votes have a second casting vote. The Chairman or the Chairman of full Council shall have discretion to refer a matter to the full Council.

The Finance & Policy Committee is responsible for: -

- 1) Council Finance, Council Administration, Legislation and Personnel (through the Staffing Committee). To see and maintain the smooth running of the Council, oversee the audit both internal and external and to deal with all administrative and personnel matters of the Council.
- 2) Precept – to consider all Precept proposals brought forward from committees and to submit a draft Precept to the Council for consideration and resolve in good time for compliance with the timescale of Wiltshire Council.
- 3) To review annually the Council Policy's, i.e. Standing Orders, Code of Conduct, Financial Regulations and other important policies all other policies can be stretched over a 3 yearly rota, to ensure they are up to date.

All correspondence shall be conducted through the Town Clerk. Minutes of all meetings shall be kept by the Clerk and forwarded to all Members of the Town Council.