

# LUDGERSHALL TOWN COUNCIL



## TERMS OF REFERENCE FINANCE AND POLICY COMMITTEE

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 & Code of Conduct 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 4 other members of the Full Council, also decided at the May meeting and within those 4 a Vice Chair shall be elected by the 5 committee members.

The Committee shall meet bimonthly on the 3<sup>rd</sup> Tuesday of that month, at the Town Council offices, at 7.00pm the first one being in June (see calendar of meetings on website) 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 shall have discretion to refer a matter to the full Council.

The Finance & Policy Committee is responsible for: -

- a) Council Finance, Council Administration, Legislation. To see and maintain the smooth running of the Council, oversee the audit both internal and external and to deal with all administrative matters of the Council.
- b) 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.
- c) 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 in draft asap and put on the website.

**Adopted May FTC 2026**