



Administration Finance Staffing Committee Terms of Reference

Purpose of Committee

1. To arrange an inspection and review of Council policies audit and employee contracts and make a formal report to the Town Council with any recommendations.
2. To advise and make recommendations to the Town Council on any matters affecting the Administration Finance and Staffing. To recommend to the Town Council appropriate budget provisions for the current and coming financial years for items within the committee's remit.
3. To exercise the powers delegated to the committee on behalf of the Town Council as set out below.
4. To approve or comment upon actions taken and reported by the Clerk to the Council on matters under this Committee.
5. To work with the Internal and External Auditors, Employees and the Clerk to the Council to provide a Council operating in compliance with the current regulations.

Delegated Authority

1. For decisions on behalf of the Council: concerning the detailed operation and management of the Administration, Finance and Staffing and relationships with Auditors The Clerk ,Lengthsman and Market Staff but excluding final decisions on:-
 - Any Significant or Major Changes to the Admin Finance or staffing.
 - Setting the Precept
2. To incur expenditure on behalf of the Council: on items of a routine and repetitive nature where already provided within the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations.

Meetings

A minimum of two meetings per year or as agreed by Full Council Resolution.

Membership

All Councillors.

As agreed otherwise at the Annual Meeting of the Town Council.

Quorum

A minimum of three Town Councillors.

Working Parties

May be set up for specific time-limited tasks as required. Clear guidelines to be agreed, a timescale for objectives to be set and membership to be agreed at the Committee meeting or Full Council meeting.

Terms of Reference Agreed by

Signed Chairman

Signed Clerk/RFO

Date