

## **CAISTOR TOWN COUNCIL**

There will be a meeting of the **Finance Committee of Caistor Town Council**, held on Thursday 15<sup>th</sup> August 2019 in the Council Chamber at the Town Hall, Caistor at 7pm. The membership of the Standing Environment Committee is: Cllrs J Bowman, S Critten, M Galligan, C Mackenzie, M Sizer & J Wright. Any other Town Councillors may attend and fully participate in the meeting.

### **AGENDA**

- 1 Election of Chairman:
- 2 Apologies for absence & reasons given:
- 3 To receive declarations of interest:
- 4 Terms of Reference:
- 5 To receive the Town Clerk's Report on ongoing financial matters:
- 6 To consider the three year plan for earmarked reserves and projects for 2020.
- 7 Date of the next meeting:

Jim Hanrahan  
Town Clerk

#### Item 4: Terms of Reference: **Finance Committee**

The Committee shall consist of councillors appointed at the annual meeting of Caistor Town Council and shall be reviewed annually. The present committee consists of : Cllrs J Bowman, S Critten, M Galligan, C Mackenzie, M Sizer & J Wright. Its purpose is to control the business of the Council and to have due regard for the administrative functions and to report its findings to full council. Meetings are to be held bi-monthly.

##### Functions & delegated authority:

- To receive reports from the Town Clerk on financial matters
- To oversee compliance with the Council's risk assessment with regard to all financial matters
- Reviewing and advising on the Council's budget process for recommendation to full council at the Council's November meeting.
- To create a three-year plan to assist in process
- Monitoring the Council's financial performance on a regular basis
- Overseeing the Council's financial business, particularly audit, internal audit and banking arrangements
- Supervising the Council's insurance requirements and the arrangement of adequate cover
- Annual review of Council facilities ie market rents; allotment rents; cemetery fees
- Consideration of applications for grants/donations submitted by outside organisations
- Overseeing any applications made by council for grant aid
- Dealing with other matters, as requested from time to time by full council
- To make recommendations to full council on all financial matters

The terms of reference are reviewed annually in accordance with Standing Orders.