



MINEHEAD TOWN COUNCIL

FINANCE AND STAFFING COMMITTEE

TERMS OF REFERENCE

The Committee shall be named: **THE FINANCE AND STAFFING COMMITTEE**

Membership of the Committee shall be 8 members including the Mayor/Chairperson of the Town Council

The Committee shall meet every month and the minutes of the meeting will be approved by Full Council

TERMS OF REFERENCE

To review the arrangements for the governance of the Council and financial affairs and the stewardship of the resources at the Councils disposal. This is to include as assessment of the risks facing the Council and the steps taken to manage those risks

To scrutinize the preparation of the budget and statement of accounts for audit

To consider and if necessary to negotiate on the Councils behalf such matters as may be delegated by the Council from time to time

To give consideration and make recommendations to the Council with regard to all staffing matters

Employment procedure adopted by the Council

To make recommendations to the Council in respect of all matters within the Committees terms of Reference

DELEGATED POWERS

Authority to sign urgent cheques up to the value of £1,000.

Such delegated powers as may be confirmed by the Council from time to time to deal with specific matters.