

AXBRIDGE TOWN COUNCIL

Administration and Finance Advisory Committee

Chairman and Committee Membership

Chairman: to be elected by the committee at the first meeting each year.

Mayor (ex officio)

Deputy Mayor (ex officio)

1 (minimum) other councillor and Clerk

No co-options of non councillors.

Remit

Monitor and advise the council on all aspects of financial management, book keeping and insurance

Approve financial reports before presentation to council

Prepare budgets

Maintain the asset register

Revise the risk assessment as necessary

Manage the web-site

Monitor all administrative systems with particular reference to the keeping of records both manual and computerised, their resilience and backup

Examine current and future legislation affecting the council's administration systems including data protection, freedom of information and Quality Parish Councils and advise on any changes to procedures that are required as a result

Monitor and recommend any changes relating to the Council's Standing Orders