

## **AXBRIDGE TOWN COUNCIL**

### **Administration and Finance Advisory Group**

#### Chairman and Group Membership

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

Mayor (ex officio)

Deputy Mayor (ex officio)

1 (minimum) other councillor

Clerk to the Town Council or the Responsible Financial Officer

No co-options (except the Clerk or the Responsible Financial Officer).

#### Remit

To monitor and advise the council on all aspects of financial management, book keeping, VAT, and insurance as specified in Standing Orders and Financial Regulations including:

Approving financial reports before presentation to council.

Preparing budgets

Reviewing and making recommendations to the Council on the cemetery fees and charges

Checking and advising on changes to the asset register and reporting on this to council.

To monitor all administrative systems with particular reference to the keeping of records both manual and computerised, their resilience and backup and the policy on Data Retention and Destruction.

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

To revise the risk assessment and management policies as necessary for council approval

To oversee the management of the web-site and publication of Oyez

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

To consider the Sedgemoor Parish Charter and to make any recommendations on the charter to Council

To consider any complaints received about the administration of the Council or its procedures, in line with the Council's approved Complaints Policy and make recommendations to the Council accordingly.

Adopted: 18<sup>th</sup> July 2011 (minute 50/11(c) refers)