



ASSETS & ESTATES SUB-COMMITTEE – TERMS OF REFERENCE

1. The Finance Committee will review Assets & Estates Sub-Committee appointments.
2. The Council will review the Assets & Estates Terms of Reference at the Annual Meeting.
3. The Assets & Estates Sub-Committee will elect a Chair from its members at the first meeting it holds after the Council's Annual Meeting.
4. There shall be at least three members who are Councillors.
5. The quorum shall be three members.
6. The Council's Standing Orders will apply to all Assets & Estates Sub-Committee meetings.
7. Councillors who are not members of the Finance Committee may attend all meetings and will be allowed to speak on agenda items at the discretion of the Chair.
8. The Assets & Estates Sub-Committee will act in an advisory capacity, making recommendations to Council for final decision, with the exception of any delegated authority granted.
9. Notice of meetings will be publicised in accordance with the Council's Standing Orders.

THE FINANCE COMMITTEE WILL:

1. Comply fully with the Council's Financial Regulations.
2. Review the Council's Risk Management Policy.
3. Review and maintain the Council's Asset Register.
4. Review and maintain the Council's Risk Register.
5. Manage and maintain the Council's assets and estates.
6. Review and renew the Council's Insurance Policy.

DELEGATED AUTHORITY:

The Council has delegated authority and responsibility for the following matters to the Finance Committee:

- Maintain the Council's Asset and Risk Registers.
- Manage and maintain the Council's assets and estates.
- Renew and Review the Council's Insurance Policy.
- Authorise payments for maintenance of assets and estates over £500 and under £5,000.