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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | LONGRIDGE TOWN COUNCIL  Budget Executive Committee  Terms of Reference |

*Objective: The Budget Executive Committee is constituted as a Standing Committee of the Full Council and is appointed to make decisions about budget and grant matters.*

1. The Committee is appointed at the Annual Meeting of the Town Council each May.

2. The Committee has 5 (five) Councillors plus Mayor and Deputy (if required) plus Town Clerk to the Council.

3. The Committee will elect a Chairman and Vice Chairman at its first meeting.

4. The quorum for a meeting will be a minimum of three Councillors.

5. The Committee may, if it wishes co -opt councillors from other committees to sit in on meetings for quorum to be met

6. The Committee will meet monthly as per schedule of meeting with a minimum of three days clear notice given.

7. The Town Clerk will take the minutes of the meeting.

8. All correspondence should be conducted through the Town Clerk.

9. Rights and Powers - The Committee will authorise grants up to the value of £1000.00 each.

10. To assess and recommend to the Council grant applications over the value of £1000.00.

11. Responsibilities - To assess the financial needs of the Council in relation to budget setting and Annual Precept.

12. Other - Terms of Reference will be reviewed annually.