

Frodsham Town Council
Finance Scrutiny Sub-Committee

Set up by Policy and Process Committee under SO 16.a.

Terms of Reference 2017-18

1. Objectives:

- 1.1. To manage the budget;
- 1.2. To monitor spend against budget on a quarterly basis;
- 1.3. To report quarterly to P&P on spend against budget;
- 1.4. To establish the Precept requirement each year;
- 1.5. To make recommend to P&P and FTC on financial matters.

2. Composition

- 2.1. *Membership:* The Sub-Committee will consist of:
 - The Chairs or Vice-chairs of any committee, sub-committee or working group with a delegated budget;
 - Chair of FTC;
 - Other interested Councillors;
 - Other interested residents
- 2.2. *Chairmanship:* The Sub-Committee will elect a Chair & a Vice-Chair from its Councillor members at its first meeting each year
- 2.3. *Meetings:* The Sub-Committee will normally meet four times a year, in May, July, November and April. The Sub-Committee will call extra-ordinary meetings as necessary.
- 2.4. *Voting:* Only Councillors will have a vote.
- 2.5. *The Quorum* for a meeting will be a minimum of four Councillors.

3. Rights & Powers

- 3.1. The Sub-Committee may make recommendations to the P&P Committee for consideration and approval.
- 3.2. The Sub-Committee may Convene Special Meetings in accordance with the Council's Standing Orders.

4. Responsibilities

- 4.1. To monitor and manage the approved budget making quarterly reports to P&P
- 4.2. To review reporting procedures and make recommendations
- 4.3. To manage the reserve policy
- 4.4. To produce written estimates of forecast expenditure for the current financial year for submission to P&P for their consideration no later than the Council's meeting in December of the current financial year

4.5. To produce written estimates of proposed expenditure for the next financial year to P&P for their consideration no later than the Council's meeting in January of the current financial year

4.6. To make recommendations to P&P of the proposed precept requirement based on 4.4 & 4.5 above.

5. Budget:

5.1 Expenditure:

Payments	2016/2017
Environment	
1. Maintenance	7,000
2. Publications	
Walks Leaflet	700
Walks Book	0
Other	0
3. Tree Planting	300
4. Van, fuel & insurance	1,232
Environment Total	9,232
WW1 Committee	2,500
Community	
1. Maintenance	15,722
2. H&S	100
4. Street Furniture	1,000
5. Rent and Rates	1,200
6. Xmas Lights	2,000
7. Celebrations	
NY Eve	1,450
Christmas Festival	8,000
Over 70's	10,000
8. Van, fuel & insurance	1,232
Community Total	40,704

Cemetery Sub-Committee	
Rents, Rates & Services	2,248
Maintenance	2,030
Van, fuel & insurance	1,232
Cemetery Sub-committee Total	5,510
P&P	
1. Advert	250
2. Rent/Service	13,220
3. Rates	12,768
4. Charges	
Bank	200
Audit	1,200
Insurance	2,865
5. Office Costs	
Postage	275
Stationery	850
Subs	1,850
6. Chairman's Allowance	650
7. Training	
Staff	250
Council	700
8. Expenses	
Staff	250
Council	250
9. Regalia	0
10. Salaries	
Staff	84,151
PCSO	11,918
11. Grants	15,000
12. Bookkeeping	2,400
P&P Total	149,047

Communications	
Tel/ICT	3,000
Newsletter	3,000
ATM	100
Website/Webcasts	8,000
Pub Cons	1,000
Promotion	1,000
Communications Total	16,100
TOTAL REVENUE PAYMENTS	223,093

CAPITAL PROGRAMME	
EARMARKED CAPITAL PROJECTS	
Play Areas	5,000
DISCRETIONARY CAPITAL PROJECTS	
Land Bank / Burial ground purchase	0
Infrastructure and Street Scene	5,000
COMMUNITY AND DEMOCRATIC PROCESS	
Marshes Contingency	2,000
Neighbourhood Plan	3,000
Elections	5,500
Promoting Frodsham	1,000
ASSET RENEWAL FUND	
Xmas Lights	15,000
IT	1,000
Burial Ground	4,000
Contingency fund (Revenue)	13,000
Working Capital	33,000
CAPITAL PROGRAMME TOTAL	87,500
Total Payments	£310,593

5.2 Income:

Receipts	2016/2017
Precept	210,640
Allotments	810
Burial Fees	10,000
Bank Interest	500
CPH Income	2,000
Castle Park Events	5,000

Walk Book Sales	0
WW1 Books & Bookmarks	0
Adverts/Sponsorship	3,000
Rent of Field	750
New Homes Bonus	0
Grants	5,388
Council Tax Reduction Scheme	9,505
Total Receipts	£247,593