

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 three 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:

Environment	Maintenance	10,000
	Walks Leaflet	1,000
	Tree Planting	0
Environment TOTAL		11,000

Community	Maintenance	15,000
	H&S	100
	Street Furniture	2,500
	Xmas lights	2,000
Celebrations	i. NY Eve	1,450
	ii. Christmas Festival	8,000
	iii. Over 70's	12,000
	Rents, Rates & services	1,500
Community TOTAL		42,550

Cemetery	Rents, Rates & services	1,000
	Maintenance	2,500
Cemetery TOTAL		3,500

Policy and Process	Advert	100
	Rent/Service	14,000
	Rates	9,000
Charges	i. Bank	100
	ii. Audit	1,500
	iii. Book Keeping	2,400
	iv. Insurance	2,000
Office Costs	i. Postage	200
	ii. Stationery	1,000
	iii. Subs	2,000
	Chair's allowance	650
Training	i. Staff	500
	ii. Councillors	1,200
Expenses	i. Staff	400
	ii. Councillors	250
Salaries	i. PCSO	12,038
	ii. Staff	53,024
	Grants	12,000
	Van, fuel & insurance	4,000
Communications	ATM	100
	Website & webcasting	5,000
	Newsletter	0

	Tel/ICT	4,500
	Pub Con	500
	Promotion Frodsham	0
P&P TOTAL		126,462
WW1 Group		2,500

Total Payments	186,012
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CAPITAL/PROJECT BUDGET 2016-17		2017-18
EARMARKED CAPITAL PROJECTS	Play Areas	36,000
DISCRETIONARY CAPITAL PROJECTS	Land Bank	0
	Infrastructure / Street Scene	2,000
COMMUNITY AND DEMOCRATIC PROCESS	Neighbourhood Plan	3,000
	Elections	5,500
ASSET RENEWAL FUND	Xmas Lights	5,000
	IT	1,000
	Cemetery	15,000

Total Capital Programme	67,500
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Total planned expenditure	253,512
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RESERVES		
Soft Reserves	Contingency	15,000
Hard Reserves	Working Capital	30,000
	Total Reserves	45,000

TOTAL BUDGET Requirement 2017-18	298,512
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Earmarked Reserves	Cemetery	10,000
	Townfield Lane Replacement	35,388
	Christmas Lights	10,000
	TOTAL EARMARKED FUNDS	55,388

5.2 Income:

Receipts	2017/2018
Precept	211,397
Allotments	810
Burial Fees	10,000
Bank Interest	500
CPH Income	2,000
Council Tax Reduction Scheme	7,129
Total Receipts	£231,836

The shortfall will be made up from unearmarked reserves - **£66,676**