

**Frodsham Town Council**  
**Policy & Process Committee**

**Terms of Reference 2019-20**

**1 Objectives:**

- 1.1 To implement, monitor and review FTC policies, strategies, procedures and regulations to ensure: efficient and effective use of funds; efficient and effective use of property; effective management of staff welfare and performance; effective dissemination of information to residents, business, visitors and other interested parties; compliance with prevailing legislation and the Council's rules and regulations.
- 1.2 To manage the cemetery and establish a long-term strategy for the maintenance of the cemetery.

**2 Composition**

- 2.1 *Membership:* Committee will consist of up to 9 Councillors appointed at the Annual Meeting and the Chair of FTC as ex-officio member (with no voting powers unless formally appointed to the Committee by Council).
- 2.2 *Chairmanship:* The Committee will elect a Chair at its first meeting each year following the Annual Meeting.
- 2.3 *Meetings:* The Committee will produce a schedule of meetings at the first meeting after the Annual Meeting and will generally meet every 2 months. The Committee may call extra ordinary meetings as necessary.
- 2.4 *The Quorum* for a meeting will be a minimum of 3 Councillors.
- 2.5 *The Councillors Code of Conduct* will apply to all members of the Committee.
- 2.6 *The conduct of meetings* (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.

**3 Rights & Powers**

- 3.1 The Committee may spend monies subject to the following limitations:
  - Extent of the Committee's budget
  - Amount of expenditure on any single transaction as per spending limits (see table).
- 3.2 The Committee may make recommendations to the Council for consideration and approval.
- 3.3 The Committee may appoint working groups for a specified purpose with the approval of Council.

**4 Responsibilities**

- 4.1 To monitor and manage the approved budget.
- 4.2 To produce written estimates of proposed expenditure for the next financial year for submission to FTC for approval no later than the Council's meeting in November of the current year.
- 4.3 Administration of the Council's finances and oversees:
  - Monitoring of income & expenditure,
  - Internal & external audit of accounts and implementation & monitoring of action(s) necessitated by auditors' recommendations,
  - Rents,
  - BACS & direct debit payments authorised by the Council, and
  - Staff salaries, overtime, pension & discretionary payments;
- 4.4 Assessment of grant applications and recommendations for approval/rejection to FTC;
- 4.5 Management of purchase/sale/leasing of land/property;
- 4.6 Effective management of staff welfare & performance as follows
  - Hiring of staff
  - Staff training
  - Management of staff performance
  - Reviewing of job descriptions
  - Ensuring effective implementation of employment regulations

- Ensuring effective implementation of health & safety regulations
  - Ensuring availability of suitable equipment & accessories for the use of staff
  - Ensuring effective use of the equipment & accessories
- 4.7 Councillors' training,
- 4.8 Compliance with Freedom of Information and Data Protection legislation;
- 4.9 Compliance with the Councillors' Code of Conduct.
- 4.10 To develop a long-term maintenance plan for the cemetery

## 5. Budget

Policy & Process Committee - Spending Limits 2019-20			
Budget Heading	Budget 2019-20	Transaction Limit as % of Total	Rationale (Assumptions & Comments)
<b>Revenue Budget</b>			
Advertising	300	33%	Nil cost for website & notice-boards
Audit	1,500	100%	Internal Auditor + Audit Commission fees
Bank Charges	25	25%	Need to minimise
Grants	6,000	0	To be approved by FTC
Insurance	2,300	100%	
Postage	150	8.5%	
Public Consultation	500	50%	Town wide consultations
Rates	1,500	100%	
Rents & Services	5,100	100%	Variable amounts for: <ul style="list-style-type: none"> <li>▪ Council Office &amp; Rooms for Meetings</li> <li>▪ Townfield Lane Play Area</li> <li>▪ Off-site Storage</li> </ul>
Salaries	90,837	8.5%	Monthly payments for 5 x Staff Salaries plus ER NI & Pension
Stationery	1,000	25%	
Subscriptions	2,000	85%	Variable amounts paid annually to: <ul style="list-style-type: none"> <li>▪ ChALC</li> <li>▪ Cheshire Community Action</li> <li>▪ Cheshire Playing Fields Association</li> <li>▪ Frodsham Community Association</li> <li>▪ Information Commissioners Office</li> <li>▪ Mid-Cheshire Footpath Society</li> <li>▪ SLCC</li> <li>▪ CPRE</li> <li>▪ National Allotment Society</li> </ul>
Tel/ICT	3,500		
Training - Councillors	400	50%	Assuming max 'group training' = £250
Training - Staff	1,200	50%	
Van, fuel & insurance	1,500	100%	
Website	1,500	25%	
<b>Total</b>	<b>119,312</b>		

### Cemetery Budget

	2019-20 Budget	Transaction Limit as % of Total
Rents, rates & Services	£6,000	75%
Maintenance (inc SLA)	£2,000	50%
	<b>£8,000</b>	