

Frodsham Town Council
Policy & Process & Revenue Committee

Terms of Reference 2020-2021

1 Objectives:

- 1.1 To implement, monitor and review FTC policies, strategies, procedures and regulations to ensure efficient and effective use of property and effective management of staff welfare.
- 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 8 Councillors appointed at the Annual Meeting and the Chair of FTC as 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.

3 Responsibilities

- 3.1 To monitor and manage the approved budget.
- 3.2 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.
- 3.3 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,
 - Income and expenditure
 - BACS & direct debit payments authorised by the Council, and
 - Staff salaries, overtime, pension & discretionary payments;
- 3.4 Assessment of grant applications and recommendations for approval/rejection to FTC;
- 3.5 Management of purchase/sale/leasing of land/property;
- 3.6 Effective management of staff welfare & performance as follows
 - Hiring of staff with the approval of full council
 - 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
- 3.7 The Committee's remit extends to the provision and maintenance of the following facilities and services:
 - Allotments
 - Over 70's vouchers
 - Winter gritting scheme
 - War memorial and memorial
 - Administration of the grants scheme.
- 3.8 Councillors' training,