

Frodsham Town Council
Policy & Process & Revenue Committee

Terms of Reference 2022-2023

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.

Annual Budget - By Centre (Actual YTD Month 1)

Note: POLICY PROCESS & REVENUE COMMITTEE BUDGET

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023-2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Policy Process & Revenue</u>									
1076	Precept	174,764	174,764	175,000	175,000	0	0	0	0	0
1090	Income - Interest	500	166	100	91	0	0	0	0	0
1430	Income - Rent	0	1	0	10	0	0	0	0	0
1890	Income - Allotments	927	1,251	1,300	0	0	0	0	0	0
1990	Income - Other	3,000	908	0	0	0	0	0	0	0
7000	Income - CIL	3,000	10,198	0	0	0	0	0	0	0
9000	Income - Reception Services (C	0	20,271	18,000	0	0	0	0	0	0
9010	Grants Received	0	30,000	0	0	0	0	0	0	0
	Total Income	182,191	237,560	194,400	175,101	0	0	0	0	0
1079	Office equipment	0	171	0	0	0	0	0	0	0
4000	Staff Salary	45,000	58,234	60,000	9,896	0	0	0	0	0
4030	PAYE and NI	13,000	17,277	15,000	2,254	0	0	0	0	0
4040	Pension	15,000	15,681	15,000	1,323	0	0	0	0	0
4060	Expenses - Staff Other	0	193	0	0	0	0	0	0	0
4070	Training - Staff	1,200	633	1,200	0	0	0	0	0	0
4080	Chairman's Allowance	0	0	1,000	30	0	0	0	0	0
4090	Training - Councillor	1,000	1,186	1,000	0	0	0	0	0	0
4120	Audit Fees	1,500	1,443	1,500	-1,464	0	0	0	0	0
4130	Professional Fees	2,000	1,790	2,000	240	0	0	0	0	0
4140	Subscriptions & Memberships	2,200	2,208	2,000	1,565	0	0	0	0	0
4150	Insurance	2,800	2,472	3,000	402	0	0	0	0	0
4160	Stationery	200	267	300	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 1)

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		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023-2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4170	Postage	150	91	100	0	0	0	0	0	0
4180	Telephone & Broadband	2,000	1,259	2,000	119	0	0	0	0	0
4190	Photocopier	720	595	720	0	0	0	0	0	0
4200	Website	1,500	1,320	1,500	120	0	0	0	0	0
4210	IT	2,750	6,225	4,750	934	0	0	0	0	0
4211	IT archives	1,000	0	0	0	0	0	0	0	0
4220	Grants Paid	10,000	12,470	10,000	0	0	0	0	0	0
4240	Rent	5,100	6,285	5,400	425	0	0	0	0	0
4250	Rates	1,500	1,248	1,500	123	0	0	0	0	0
4260	Pub Consultations	900	0	900	0	0	0	0	0	0
4270	Adverts	100	75	100	0	0	0	0	0	0
4430	Over 70s	0	365	0	0	0	0	0	0	0
4511	Storage Facility	1,000	918	1,000	77	0	0	0	0	0
4513	Over 70s	15,000	8,002	15,000	50	0	0	0	0	0
4514	Winter Gritting	1,000	278	1,000	0	0	0	0	0	0
4515	Allotments	1,000	1,855	1,000	15	0	0	0	0	0
4516	War Memorial Maintenance	1,000	123	1,000	0	0	0	0	0	0
4517	CCTV	4,500	4,563	4,500	4,746	0	0	0	0	0
4518	Community Safety	7,000	0	0	0	0	0	0	0	0
4519	Frodsham Youth Association	10,000	10,000	15,000	0	0	0	0	0	0
4600	Utilities	0	80	0	0	0	0	0	0	0
4612	Regalia	1,000	95	0	0	0	0	0	0	0
4613	Neighbourhood Plan	3,000	0	3,000	0	0	0	0	0	0
4735	Mayor Allowance	1,000	80	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 1)

Note: POLICY PROCESS & REVENUE COMMITTEE BUDGET

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023-2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4810	Elections	5,000	0	5,000	0	0	0	0	0	0
4823	Room hire	0	1,043	2,000	0	0	0	0	0	0
4853	Room hire	0	0	0	170	0	0	0	0	0
4990	Sundries	0	1,201	0	245	0	0	0	0	0
4992	20% contingency EMR	50,000	0	0	0	0	0	0	0	0
8000	Town Clock	1,000	300	1,000	0	0	0	0	0	0
8010	DEC Ukraine Appeal	0	0	0	5,000	0	0	0	0	0
	Overhead Expenditure	211,120	160,025	178,470	26,268	0	0	0	0	0
	100 Net Income over Expenditure	-28,929	77,536	15,930	148,834	0	0	0	0	0
6001	less Transfer to EMR	0	10,198	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(28,929)	67,338	15,930	148,834	0		0		
	Total Budget Income	182,191	237,560	194,400	175,101	0	0	0	0	0
	Expenditure	211,120	160,025	178,470	26,268	0	0	0	0	0
	Net Income over Expenditure	-28,929	77,536	15,930	148,834	0	0	0	0	0
	less Transfer to EMR	0	10,198	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(28,929)	67,338	15,930	148,834	0		0		