

1 Objectives

- 1.1 To implement, monitor and review FTC policies, strategies, procedures and regulations to ensure efficient use of property and effective management of staff welfare.
- 1.2 To consider and agree where appropriate, requests from community groups and others for use of the council's assets.

2 Composition

- 2.1 Membership: Committee will consist of 8 Councillors appointed at the Annual Town Council Meeting.
- 2.2 Chairmanship: The Committee will elect a chair from its members at its first meeting each year following the Annual Town Council Meeting.
- 2.3 Meetings: The Committee will produce a schedule of meetings at the first meeting after the Annual Meeting. The committee may call extra ordinary meetings as necessary.
- 2.4 Voting: Only councillors who are members of the committee will have a vote.
- 2.5 The quorum for a meeting will be a minimum of 3 councillors.
- 2.6 The Councillors Code of Conduct will apply to all members of the Committee.
- 2.7 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.
- 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. Such groups will be task and finish groups and will operate under terms of reference agreed by the committee.

4 Responsibilities

- 4.1 To monitor and manage the approved budget (Appendix A).

- 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 To monitor and manage the approved budget.
- 4.4 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.
- 4.5 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
 - staff salaries, overtime, pension & discretionary payments
- 4.6 Assessment of grant applications and recommendations for approval/rejection to FTC.
- 4.7 Management of purchase/sale/leasing of land/property;
- 4.8 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
- 4.9 The Committee's remit extends to the provision and maintenance of the following facilities and services:
 - over 70's vouchers
 - administration of the grants scheme
- 4.10 Councillors' training.

APPENDIX A

FINANCE & GENERAL PURPOSES COMMITTEE

COMMITTEE BUDGET 2023-2024

1076	Precept	£ 350,921.00
1090	Bank interest	£ 100.00
1890	Allotment rent	£ 1,300.00
9010	Grant received	£ -
	TOTAL INCOME	£ 352,321.00
	Expenditure	
4000	Staff salaries	£ 70,000.00
4030	PAYE & NI	£ 12,463.00
4040	Pension	£ 20,000.00
4070	Training staff	£ 2,000.00
4060	Expenses staff	£ -
4080	Chair allowance	£ 500.00
4090	Training councillors	£ 1,500.00
4120	Audit fees	£ 1,500.00
4130	Professional fees (HR)	£ 2,000.00
4131	Professional fees (Legal)	£ 2,000.00
4140	Subscriptions & memberships	£ 2,200.00
4150	Insurance	£ 3,000.00
4160	Stationery	£ 300.00
4170	Postage	£ 600.00
4180	Telephone & broadband	£ 1,000.00
4190	Photocopier	£ 700.00
4200	Website	£ 1,300.00
4210	IT (Prism)	£ 4,750.00
4211	IT archives	£ -
4220	Grants paid	£ 5,000.00
4240	CPH rent	£ 6,000.00
4250	CPH rates	£ 1,500.00
4260	Public consultations	£ 1,000.00
4270	Advertising	£ 100.00
4400	Health & safety	£ -
4511	Storage facility	£ 1,000.00
4513	Over 70s	£ 18,000.00
4519	Frodsham Youth Association	£ 15,000.00
4613	Neighbourhood Plan	£ 3,000.00
4810	Elections	£ 7,246.00
4823	Room hire	£ 500.00
4830	Civic costs	£ -
4990	Sundries	£ -
	PP&R Committee total budget	£ 184,159.00

APPENDIX B
COMMITTEE MEMBERS 2023 - 2024