

# ELLESMERE TOWN COUNCIL

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Miss Joanne Butterworth  
Town Clerk & RFO  
1-3 Willow Street  
Ellesmere  
Shropshire  
SY12 0AL



Tel: 01691 622689

Email: jo.butterworth@ellesmere-

tc.gov.uk

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## **APPENDIX A**

### **TERMS OF REFERENCE**

#### **FINANCE, ASSET AND RESOURCES COMMITTEE**

##### **Sub Committee – Staffing & Governance.**

Adopted at the Annual Town Council Meeting held on: Wednesday 10<sup>th</sup> May, 2017

Reviewed: Wednesday 9<sup>th</sup> May, 2018

Thursday 9<sup>th</sup> May, 2019

Amended: Monday 3<sup>rd</sup> March, 2020

Reviewed: Thursday 13<sup>th</sup> May 2021

Membership Finance, Asset and Resources Committee: 7 Members plus Town & Deputy Mayor – ex-officio Members.

Staffing & Governance Sub Committee: 5 Members plus Town & Deputy Mayor as ex-officio Members.

Quorum: 3 Members

Frequency of Meetings: As required.

Authority: Local Government Act 1972, s 101 and s 102.

The Town Council's Standing Orders and Financial Regulations will apply to all meetings of the Committee.

The Committee shall be appointed at the Annual Meeting of the Town Council when the first order of business on the first meeting after its annual appointment will be to elect a Chair.

Unless the Town Council directs otherwise the Committee may devolve any of its functions to a Sub Committee of the Council.

Once approved the minutes will be presented to the next meeting of the Town Council for noting only.

Meetings shall be open to the public unless the Committee feels it is appropriate to exclude the press and public for specific items. Due to confidential nature of any business to be transacted it may be necessary to hold meetings in private in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Non Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and requirements of the adopted Code of Conduct.

Restrictions:

Only members of the committee may vote on agenda items.

Delegated Functions and Purpose:

- To prepare with the Town Clerk a timetable of financial deadlines for the Council year and review Internal Audit Recommendations and Issues. **Powers: Delegated authority to monitor financial deadlines and to review Internal Audit recommendations and issues which will be reported back to full Council.**
- To consider the annual draft budget and recommend the draft precept to full Council. **Powers: No delegated powers.**
- To monitor the management of the Council's budget and finances, including expenditure, income and any variances thereof. To report findings to full Council. **Powers: Delegated authority to monitor income and expenditure and authorise payments.**
- To monitor and review contracts and works agreed by the Council for the maintenance and operation of its assets.
- To forward funds from reserves as necessary. **Powers: Delegated authority to transfer funds between budget headings except for staff costs. Funds from reserves must not exceed £10,000.00 without the approval from full Council.**
- To manage and monitor the use of all land, civic amenity areas, buildings and infrastructure under the ownership/control of the Town Council, together with any other land/premises/facilities managed/owned jointly with Shropshire Council or any other body. **Powers: Delegated authority to ensure that the Council's property is properly managed.**
- To consider contracts for work. **Powers: Delegated authority to award contracts up to £5,000.00.**
- To review the Council's Asset Register and Insurance on an annual basis and ensure that the Council's property is adequately insured. **Powers: Delegated authority to oversee insurance of the Council's property.**
- To ensure that PAYE and NI payments are appropriately deducted from employee's salaries and paid to HMRC as required by Law. **Powers: Delegated authority to ensure that the Council comply with HMRC requirements. Note: that Shropshire Council are responsible for the Councils payroll.**

### Non Delegated Functions:

- To make recommendations to the Council on its annual Council budget and precept
  - To monitor and review all matters relating to Financial Regulations, Standing Orders, Financial Risk, Internal & External Audit, and to advise and make recommendations to Council for any changes to procedures
  - To consider any proposals for the improvement or development of facilities relating to Town Council owned/managed land, civic amenity areas and buildings, and to make recommendations to the Council accordingly.
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- To consider any proposals/requests from other authorities/organisations/groups for financial or other support in relation to community initiatives/facilities in Ellesmere, and to make any recommendations to the Council.

### **Sub Committee Staffing & Governance:**

- To monitor/review the salary, contract, job description and terms of condition of all staff employed by the Town Council, and to ensure that all relevant employment and health & safety legislation is being applied and adhered to. **Powers: Delegated authority to oversee the Councils Health & Safety legislation is in place for staff members.**
- To investigate and recommend to the full Council action on discipline, grievance and recruitment. To investigate allegations of breaches of the Code of Conduct. **Powers: Delegated authority to resolve or have the power to refer to full Council.**
- To appoint staff as required to carry out the decision and functions of the Council. **Powers: Committee have powers to resolve the appointment of all staff except the Town Clerk & RFO which must be by a recommendation by this committee to full Council.**
- To consider and approve the Town Clerks appraisal. **Powers: Committee have the power to approve.**
- To review contracts of employment, employment policies, job specifications, employee rates of pay. **Powers: Committee have power to approve.**

### Non delegated functions:

- Complaints by one Council employee against another Council employee or between a Council employee and the Council as employer. The matters should be dealt with under the Councils Disciplinary and Grievance procedures.
- Complaints against Councillors. Councillors are covered by the Code of Conduct.

**This paper was considered by the Town Council on Monday, 2nd March, 2020 and will be reviewed again in 12 months' time**