

PRESCOT TOWN COUNCIL



TERMS OF REFERENCE FOR COMMITTEES 2017-18

FINANCE AND GENERAL PURPOSES COMMITTEE (2017/18)

TERMS OF REFERENCE

1. Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider and decide upon all revenue expenditure exceeding amounts for which the Town Clerk has delegated authority (£250).
2. Acting under full delegated powers (in accordance with the Local Government Act 1972), to consider and approve the financing and design of all Town Council capital projects.
3. In the first instance to receive and consider the budget proposals and associated Precept requirement for each financial year.
4. Acting under full delegated powers (in accordance with the Local Government Act 1972) to appoint internal and external audit contracts.
5. To receive, in the first instance, all audit reports relating to the Town Council.
6. The Committee may appoint advisory committees that relate to the above advisory terms of reference at any times as are necessary.
7. Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider all planning applications received by the Town Council.
8. Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider and decide all Town Council fees and charges.
9. Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider and decide upon all applications for block bookings of Town Council facilities.
10. Acting under full delegated powers (in accordance with the Local Government Act 1972), to consider applications from organisations or individuals for concessionary use of Town Council facilities.
11. Acting under full delegated powers (in accordance with the Local Government Act 1972) to co-opt non-voting members with specialist knowledge where appropriate.

Committee Membership

J Molloy - Chair

D Rigby - Vice Chair

L O'Keeffe

D Friar

J Chadwick

S Pimblett

Opposition Vacancy

HUMAN RESOURCES COMMITTEE (2017/18)

TERMS OF REFERENCE

1. Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider all human resource functions but acting subject to the approval of the Council in relation to the appointment of the Town Clerk.
2. Acting under full delegated powers (in accordance with the Local Government Act 1972) to oversee the conduct of all staff and act as the Town Council's Disciplinary, Grievance and Appeals Panel as appropriate.
3. Acting under full delegated powers (in accordance with the Local Government Act 1972) to determine the remuneration, superannuation, terms of service and severance of all Town Council staff as appropriate.
4. To ensure that the Town Council has in place good human resources' policies including workplace smoking, attendance, key holding, equal opportunities, disciplinary and grievance etc.
5. To monitor the annual attendance statistics of the workforce.
6. Acting under full delegated powers (in accordance with the Local Government Act 1972) to co-opt non-voting members with specialist knowledge where appropriate.

Committee Membership

D Friar - Chair

D Rigby - Vice Chair

L O'Keeffe

J Chadwick

S Pimblett

J Molloy

K Taylor

EVENTS COMMITTEE (2017/18)

TERMS OF REFERENCE

1. To produce an annual events calendar for submission and approval to the Town Council.
2. Acting under full delegated powers (in accordance with the Local Government Act 1972) to assume full responsibility for the apportionment of the agreed events budget between events as per the events calendar.
3. Acting under full delegated powers (in accordance with the Local Government Act 1972) to assume full responsibility for the design and organisation of all events agreed through the events calendar.
4. To submit minutes of all properly constituted Events Committee meetings to the Town Council for noting.
5. To ensure that the expenditure on events do not exceed the budget established by the Town Council.
6. To submit an event report for each event to the next appropriate Town Council meeting. Submitted reports to contain information such as activities undertaken, finance, numbers attending, recommendations for the future of the event and suggestions for the allocation of any incomes derived from the operation of the event.
7. Acting under full delegated powers (in accordance with the Local Government Act 1972) and acting under a resolution of the committee to Co-op non-voting members on to the committee and or sub committees to deal with specific events such as a Carnival committee.

Committee Membership

G Flatley - Chair

L O'Keefe - Vice Chair

S O'Keefe

D Fairclough

J Chadwick

D Friar

J Burke