

PRESCOT TOWN COUNCIL



TERMS OF REFERENCE FOR COMMITTEES 2019-20

FINANCE GENERAL PURPOSE AND HUMAN RESOURCE COMMITTEE
(2019/20)

TERMS OF REFERENCE

1. To observe all duties as prescribed to the committee through the Town Council's Financial Regulations.
2. Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider and decide upon all revenue expenditure within its delegated authority as defined by financial regulation 4.1.
3. 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 within its delegated authority as defined by financial regulation 4.1 unless otherwise prescribed by Council.
4. In the first instance to receive and consider the budget proposals and associated Precept requirement for each financial year.
5. Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider all planning applications received by the Town Council.
6. Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider and decide all Town Council fees and charges through its Charging Policy.
7. 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 beyond the parameters' of the Charging Policy.
8. Acting under full delegated powers to approve the investment of reserves in accordance with the Town Council's Treasury Management Policy.
9. 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.
10. 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.
11. 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.
12. 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.
13. To monitor the annual attendance statistics of the workforce.
14. 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

K Taylor - Chair

M Burke - Vice Chair

G Wickens

T Smith

I Smith

L Rigby

EVENTS COMMITTEE (2019/20)

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 ensure that the expenditure on events do not exceed the budget approved by the Town Council.
5. 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.
6. 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

M Burke - Chair

T Murray - Vice Chair

J Burke

P Cook

C Krelle

I Smith

T Large

F Wynn