

**Crewe Town Council**

1 Chantry Court  
Forge Street  
Crewe Cheshire  
CW12DL

**T: 01270 756975**

**[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)**



**CREWE**  
TOWN COUNCIL

**4<sup>th</sup> March 2024**

**To: Members of the Finance and Governance Committee**

Dear Councillor,

You are summoned to attend the meeting of the Finance and Governance Committee to be held at 6:00pm on Tuesday 11<sup>th</sup> March 2024. The meeting will be held at the **Crewe Town Council offices, 1 Chantry Court, Crewe, CW1 2DL**.

In the interests of maintaining safety, adherence to guidance and to facilitate appropriate public access, the meeting will be recorded and shared on the Crewe Town Council youtube.com channel.

Yours sincerely,

Peter Turner  
Town Clerk  
Crewe Town Council

## **Agenda**

- 1** To receive apologies for absence
- 2** To note declarations of Members' interests
- 3** To confirm and sign the Minutes of the Finance and Governance Committee meeting held on 16<sup>th</sup> January 2024
- 4** Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments in relation to the published agenda items. Any member of the public wishing to participate should email [support@crewetowncouncil.gov.uk](mailto:support@crewetowncouncil.gov.uk) by 4.00 p.m. on the day of the meeting, providing their name, email address and an indication of the subject of their question or comment. Alternatively, your comments or questions can be submitted in advance and read to the committee at the meeting by the clerk.

Attendance at the meeting in person is permitted, but space is limited. Please feel free to contact the office to discuss this in more detail if you would like to.

- 5** To review the year to date financial position and material variances for Crewe Town Council
- 6** To Consider and approve payments to date for recommendation to council between 01/01/2024 and 31/01/2024 To the value of £110,085.13
- 7** To review the following Governance Documents as part of the Annual Governance Review Process:-
  - 7.1 Financial Regulations
  - 7.2 Corporate Risk Assessment
- 8** Asset Register review, retention and disposal
- 9** To Review the Ear Marked Reserves for 2024/25
- 10** To review the current committee structure and progress of the structural review, including Terms of Reference for council, committees and sub-committees in line with the Corporate Strategy.
- 11** To confirm the civic meeting calendar for 2024/25
- 12** To note the proposed date of the next meeting Monday 29<sup>th</sup> April 2024 at 6pm.

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**CREWE**  
TOWN COUNCIL

## MINUTES of the meeting held 16/01/2024

In attendance:            Cllr Dawn Clark            Cllr Steve Hogben            Cllr Toni Mortimer  
                                 Cllr Kevin Murray            Cllr Jill Rhodes            Cllr John Rhodes  
                                 Cllr Dennis Straine-Francis

- 1 To receive apologies for absence  
Cllr Jamie Messent, Cllr Martin Edwards
- 2 To note declarations of Members' interests  
None
- 3 To confirm and sign the Minutes of the Finance and Governance Committee meeting held on 21<sup>st</sup> November 2023  
**RESOLVED:** That the minutes are approved as a true record of the meeting
- 4 Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments in relation to the published agenda items.  
  
None
- 5 To review the year to date financial position and material variances for Crewe Town Council  
Noted and the explanation of material variances received
- 6 To Consider and approve payments to date for recommendation to council between 01/11/2023 and 31/12/2023 To the value of £157,992.91  
**RESOLVED:** That the payments to the value of £157,992.91 are approved for recommendation to council
- 7 To review the following Governance Documents as part of the Annual Governance Review Process:-
  - 7.1 Quality Policy  
**RESOLVED:** That policy is reviewed and recommended to council
  - 7.2 CIL Allocation Policy  
**RESOLVED:** That the policy is approved and recommended to council for adoption
  - 7.3 Risk Management Policy  
**RESOLVED:** That policy is reviewed and recommended to council

#### 7.4 Information & Data Protection Policy

**RESOLVED:** That policy is reviewed and recommended to council

#### 7.5 Mayor's Allowance Scheme

**RESOLVED:** That policy is reviewed and recommended to council

- 8** To note the outcome of the budget setting process for 2024/25
- i. That the draft budget is noted
  - ii. That committee chairs are asked to steer their committee members to draft business delivery plans
  - iii. That this committee will review the draft corporate business delivery plan prior to recommendation to council in March 2024
- 9** To review the current committee structure and progress of the structural review
- RESOLVED:**
- i. That a draft structure, having been shared for greater engagement and consultation should be recommended to Council for adoption (implementation May 2024), subject to circulation of the amended committee Terms of Reference to all members for comment.
  - ii. That the amended Council and Committee Terms of Reference should be circulated to all members prior to recommendation to council for adoption (implementation May 2024)
  - iii. That the Personnel Sub-Committee is tasked with a review of affected role descriptions, proposed amendments and associated actions and consultations
- 10** To receive the interim internal audit for recommendation to council
- RESOLVED:** That the interim internal audit is approved and recommended to council
- 11** To consider tree management contract for capital assets
- RESOLVED:** That a 3 year contract is awarded on the basis of the received costings for inspection and reporting of sites, noting that any intervention works would be additional.
- 12** To note the proposed date of the next meeting Tuesday 11<sup>th</sup> March 2024 at 6pm.

Meeting closed at 6.43pm

Chair Cllr Jill Rhodes  
Clerk P Turner

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>200 Payroll</b>								
4000 Salaries & Wages	23,725	214,095	274,540	60,445		60,445	78.0%	
4005 Tax & NI	2,403	21,652	31,020	9,368		9,368	69.8%	
4010 Pension Contributions	5,140	47,212	63,144	15,932		15,932	74.8%	
4101 Accountancy Fees	0	940	1,400	460		460	67.1%	
Payroll :- Indirect Expenditure	<b>31,268</b>	<b>283,898</b>	<b>370,104</b>	<b>86,206</b>	<b>0</b>	<b>86,206</b>	<b>76.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(31,268)</b>	<b>(283,898)</b>	<b>(370,104)</b>	<b>(86,206)</b>				
<b>203 Borrowing (PWLB)</b>								
4046 Loan Repayments	0	14,117	14,300	183		183	98.7%	
Borrowing (PWLB) :- Indirect Expenditure	<b>0</b>	<b>14,117</b>	<b>14,300</b>	<b>183</b>	<b>0</b>	<b>183</b>	<b>98.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(14,117)</b>	<b>(14,300)</b>	<b>(183)</b>				
<b>205 Administration</b>								
1880 Interest (CCLA)	8,606	73,725	10,000	(63,725)			737.2%	
1900 Precept	0	1,265,115	1,265,115	0			100.0%	
1910 Community Infrastructure Levy	0	10,773	0	(10,773)			0.0%	
1999 Miscellaneous Income	0	0	10,000	10,000			0.0%	
Administration :- Income	<b>8,606</b>	<b>1,349,612</b>	<b>1,285,115</b>	<b>(64,497)</b>			<b>105.0%</b>	<b>0</b>
4016 Bank Charges (Co-op)	57	558	1,600	1,042		1,042	34.9%	
4025 Employee Training	0	625	3,000	2,375		2,375	20.8%	
4030 Employee Travel/Subsistence	0	281	1,400	1,119		1,119	20.1%	
4060 Refreshments/Catering	0	261	200	(61)		(61)	130.3%	
4100 Audit Fees	0	3,295	3,500	205		205	94.1%	
4101 Accountancy Fees	0	3,760	3,750	(10)		(10)	100.3%	
4105 Legal & Professional Fees	0	804	1,000	196		196	80.4%	
4110 Insurance	0	5,187	6,000	813		813	86.5%	
4111 Subscriptions	257	5,666	5,750	84		84	98.5%	
4112 Postage	0	0	250	250		250	0.0%	
4115 Stationery	0	1,055	1,100	45		45	95.9%	
4116 Printing	44	1,787	3,000	1,213		1,213	59.6%	
4117 Cleaning	0	1,805	2,000	195		195	90.3%	
4120 Computer Equipment/Software	354	3,998	4,500	502		502	88.8%	
4123 Website	90	301	1,000	700		700	30.1%	
4130 Telephones	0	3,395	4,000	605		605	84.9%	
4155 Room Hire Costs	0	0	1,400	1,400		1,400	0.0%	
4170 Equipment Purchase/Repair/Hire	339	3,326	4,000	674		674	83.2%	
4175 Clothing/PPE	0	121	250	129		129	48.4%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4183 Contractors - Professional	0	0	6,000	6,000		6,000	0.0%	
4998 Strategic Allowance	704	6,577	24,500	17,923		17,923	26.8%	
Administration :- Indirect Expenditure	<b>1,844</b>	<b>42,803</b>	<b>78,200</b>	<b>35,397</b>	<b>0</b>	<b>35,397</b>	<b>54.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>6,763</b>	<b>1,306,810</b>	<b>1,206,915</b>	<b>(99,895)</b>				
<u>206 Accomodation</u>								
4160 Utilities	402	2,617	6,000	3,383		3,383	43.6%	
4181 Contractors - Services	125	2,508	6,000	3,492		3,492	41.8%	
4992 Sinking Fund	0	0	1,000	1,000		1,000	0.0%	
Accomodation :- Indirect Expenditure	<b>527</b>	<b>5,125</b>	<b>13,000</b>	<b>7,875</b>	<b>0</b>	<b>7,875</b>	<b>39.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(527)</b>	<b>(5,125)</b>	<b>(13,000)</b>	<b>(7,875)</b>				
<u>210 Civic Costs</u>								
4050 Mayor's Allowance	0	44	2,500	2,456		2,456	1.8%	
4999 Civic Expenses	0	1,403	2,000	597		597	70.2%	
Civic Costs :- Indirect Expenditure	<b>0</b>	<b>1,448</b>	<b>4,500</b>	<b>3,052</b>	<b>0</b>	<b>3,052</b>	<b>32.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,448)</b>	<b>(4,500)</b>	<b>(3,052)</b>				
<u>215 Members' Costs</u>								
4035 Member Training	0	90	500	410		410	18.0%	
4040 Member Travel/Subsistence	0	0	500	500		500	0.0%	
Members' Costs :- Indirect Expenditure	<b>0</b>	<b>90</b>	<b>1,000</b>	<b>910</b>	<b>0</b>	<b>910</b>	<b>9.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(90)</b>	<b>(1,000)</b>	<b>(910)</b>				
<u>300 Grants</u>								
4260 Grants Scheme	2,827	26,348	50,000	23,652		23,652	52.7%	
Grants :- Indirect Expenditure	<b>2,827</b>	<b>26,348</b>	<b>50,000</b>	<b>23,652</b>	<b>0</b>	<b>23,652</b>	<b>52.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,827)</b>	<b>(26,348)</b>	<b>(50,000)</b>	<b>(23,652)</b>				
<u>305 Town Centre (Strategy)</u>								
1310 Grants Received	0	6,947	0	(6,947)			0.0%	
Town Centre (Strategy) :- Income	<b>0</b>	<b>6,947</b>	<b>0</b>	<b>(6,947)</b>				<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>6,947</b>	<b>0</b>	<b>(6,947)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>307 Town Centre Maintenance</b>								
4170 Equipment Purchase/Repair/Hire	185	2,817	10,000	7,183		7,183	28.2%	
4175 Clothing/PPE	0	50	0	(50)		(50)	0.0%	
4180 CCTV	1,200	33,360	34,500	1,140		1,140	96.7%	
4184 Rangers Service	39,554	121,643	187,469	65,826		65,826	64.9%	
4186 Regeneration Projects	0	8,780	21,000	12,220		12,220	41.8%	
4188 Enforcement Officer	0	36,176	33,242	(2,934)		(2,934)	108.8%	14,200
Town Centre Maintenance :- Indirect Expenditure	<b>40,939</b>	<b>202,826</b>	<b>286,211</b>	<b>83,385</b>	<b>0</b>	<b>83,385</b>	<b>70.9%</b>	<b>14,200</b>
<b>Net Expenditure</b>	<b>(40,939)</b>	<b>(202,826)</b>	<b>(286,211)</b>	<b>(83,385)</b>				
6001 plus Transfer From EM Reserves	0	14,200						
<b>Movement to/(from) Gen Reserve</b>	<b>(40,939)</b>	<b>(188,626)</b>						
<b>310 Floral Schemes</b>								
4181 Contractors - Services	2,139	33,414	35,000	1,586		1,586	95.5%	
Floral Schemes :- Indirect Expenditure	<b>2,139</b>	<b>33,414</b>	<b>35,000</b>	<b>1,586</b>	<b>0</b>	<b>1,586</b>	<b>95.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,139)</b>	<b>(33,414)</b>	<b>(35,000)</b>	<b>(1,586)</b>				
<b>320 Parks and Allotments</b>								
4179 Play Area Improvement Scheme	0	67,522	100,000	32,478		32,478	67.5%	67,522
4420 Parks & Allotments	1,201	31,256	7,000	(24,256)		(24,256)	446.5%	30,726
Parks and Allotments :- Indirect Expenditure	<b>1,201</b>	<b>98,778</b>	<b>107,000</b>	<b>8,222</b>	<b>0</b>	<b>8,222</b>	<b>92.3%</b>	<b>98,248</b>
<b>Net Expenditure</b>	<b>(1,201)</b>	<b>(98,778)</b>	<b>(107,000)</b>	<b>(8,222)</b>				
6001 plus Transfer From EM Reserves	726	98,248						
<b>Movement to/(from) Gen Reserve</b>	<b>(475)</b>	<b>(530)</b>						
<b>350 Events</b>								
1995 Event income	0	700	0	(700)			0.0%	
1999 Miscellaneous Income	0	10,000	0	(10,000)			0.0%	
Events :- Income	<b>0</b>	<b>10,700</b>	<b>0</b>	<b>(10,700)</b>				<b>0</b>
4258 Heritage Activities	0	20,351	0	(20,351)		(20,351)	0.0%	20,351
4259 Community Events	138	59,323	49,000	(10,323)		(10,323)	121.1%	14,083
4271 Event Matching Fund	0	5,000	10,000	5,000		5,000	50.0%	
Events :- Indirect Expenditure	<b>138</b>	<b>84,673</b>	<b>59,000</b>	<b>(25,673)</b>	<b>0</b>	<b>(25,673)</b>	<b>143.5%</b>	<b>34,434</b>
<b>Net Income over Expenditure</b>	<b>(138)</b>	<b>(73,973)</b>	<b>(59,000)</b>	<b>14,973</b>				
6001 plus Transfer From EM Reserves	0	34,434						
<b>Movement to/(from) Gen Reserve</b>	<b>(138)</b>	<b>(39,539)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>352 Christmas Programme</b>								
4274 Strategic Event	0	10,000	60,000	50,000		50,000	16.7%	
4275 Infrastructure (Christmas)	0	0	60,000	60,000		60,000	0.0%	
4287 Christmas Activities	8,922	16,482	25,000	8,518		8,518	65.9%	
4992 Sinking Fund	0	0	10,000	10,000		10,000	0.0%	
Christmas Programme :- Indirect Expenditure	<b>8,922</b>	<b>26,482</b>	<b>155,000</b>	<b>128,518</b>	<b>0</b>	<b>128,518</b>	<b>17.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,922)</b>	<b>(26,482)</b>	<b>(155,000)</b>	<b>(128,518)</b>				
<b>460 M&amp;E Projects</b>								
4288 Event Seed Funding/Income Gene	133	5,639	15,000	9,361		9,361	37.6%	5,240
M&E Projects :- Indirect Expenditure	<b>133</b>	<b>5,639</b>	<b>15,000</b>	<b>9,361</b>	<b>0</b>	<b>9,361</b>	<b>37.6%</b>	<b>5,240</b>
<b>Net Expenditure</b>	<b>(133)</b>	<b>(5,639)</b>	<b>(15,000)</b>	<b>(9,361)</b>				
6001 plus Transfer From EM Reserves	0	5,240						
<b>Movement to/(from) Gen Reserve</b>	<b>(133)</b>	<b>(399)</b>						
<b>470 Community Plan</b>								
1996 John McBride charity transfer	0	63,528	0	(63,528)			0.0%	
Community Plan :- Income	<b>0</b>	<b>63,528</b>	<b>0</b>	<b>(63,528)</b>				<b>0</b>
4252 Remembrance	900	5,723	6,000	277		277	95.4%	
4730 St Peters Community Developmen	0	0	5,000	5,000		5,000	0.0%	
4731 Sustaining Network	0	8,010	10,000	1,990		1,990	80.1%	
4754 Tree of Light	400	3,840	5,000	1,160		1,160	76.8%	
4767 Health and Wellbeing	0	31,854	40,000	8,146		8,146	79.6%	5,359
4768 Families/Early Intervention	0	500	0	(500)		(500)	0.0%	500
4770 Winter Response	0	5,189	0	(5,189)		(5,189)	0.0%	5,189
Community Plan :- Indirect Expenditure	<b>1,300</b>	<b>55,115</b>	<b>66,000</b>	<b>10,885</b>	<b>0</b>	<b>10,885</b>	<b>83.5%</b>	<b>11,048</b>
<b>Net Income over Expenditure</b>	<b>(1,300)</b>	<b>8,413</b>	<b>(66,000)</b>	<b>(74,413)</b>				
6001 plus Transfer From EM Reserves	0	11,048						
6000 less Transfer to EM Reserve	0	63,629						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,300)</b>	<b>(44,168)</b>						
<b>473 Town Promotion</b>								
1999 Miscellaneous Income	0	7,400	0	(7,400)			0.0%	
Town Promotion :- Income	<b>0</b>	<b>7,400</b>	<b>0</b>	<b>(7,400)</b>				<b>0</b>
4721 Public Realm	(150)	34,451	25,000	(9,451)		(9,451)	137.8%	22,353



19/02/2024

## Crewe Town Council Current Year

08:32

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4723 Town Centre Promotion	0	14,086	0	(14,086)		(14,086)	0.0%	14,086
4727 Heritage Projects	23,269	57,348	20,000	(37,348)		(37,348)	286.7%	19,638
Town Promotion :- Indirect Expenditure	<b>23,119</b>	<b>105,884</b>	<b>45,000</b>	<b>(60,884)</b>	<b>0</b>	<b>(60,884)</b>	<b>235.3%</b>	<b>56,076</b>
<b>Net Income over Expenditure</b>	<b>(23,119)</b>	<b>(98,484)</b>	<b>(45,000)</b>	<b>53,484</b>				
6001 plus Transfer From EM Reserves	8,269	55,858						
<b>Movement to/(from) Gen Reserve</b>	<b>(14,850)</b>	<b>(42,627)</b>						
<u>474 CP Projects</u>								
4742 Community Asset Projects	0	560	0	(560)		(560)	0.0%	560
4755 Heritage Strat	0	2,620	0	(2,620)		(2,620)	0.0%	2,620
CP Projects :- Indirect Expenditure	<b>0</b>	<b>3,180</b>	<b>0</b>	<b>(3,180)</b>	<b>0</b>	<b>(3,180)</b>		<b>3,180</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(3,180)</b>	<b>0</b>	<b>3,180</b>				
6001 plus Transfer From EM Reserves	0	3,180						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<b>Grand Totals:- Income</b>	<b>8,606</b>	<b>1,438,187</b>	<b>1,285,115</b>	<b>(153,072)</b>			<b>111.9%</b>	
Expenditure	<b>114,356</b>	<b>989,821</b>	<b>1,299,315</b>	<b>309,494</b>	<b>0</b>	<b>309,494</b>	<b>76.2%</b>	
<b>Net Income over Expenditure</b>	<b>(105,750)</b>	<b>448,367</b>	<b>(14,200)</b>	<b>(462,567)</b>				
plus Transfer From EM Reserves	8,995	222,207						
less Transfer to EM Reserve	0	63,629						
<b>Movement to/(from) Gen Reserve</b>	<b>(96,755)</b>	<b>606,945</b>						

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**CREWE**  
TOWN COUNCIL

## REPORT STATEMENT

Meeting: Finance & Governance Committee 11<sup>th</sup> March 2024  
Report Purpose: Material variances report  
Version Control: v1  
Author: Clerk

### 1. Report Summary

The report, forming part of the audit recommendations 2023, identifies spend against budget (associated Detailed Income & Expenditure Report) highlighting any material differences for comments.

### 2. Background

Crewe Town Council sets an annual budget, which is delivered within the approved Business delivery Plan and conforming to policy, approvals and financial regulations.

3. Position

	Budget (Exp)£	Budget (Inc)£	Budget Balance £	Spend YTD £	Explanation of material difference
<b>FINANCE AND GOVERNANCE COMMITTEE</b>					
<b>Payroll</b>					
Salaries & Wages	274540		60445	214095	NA
Tax & NI	31020		9368	21652	NA
Pension Contributions	63144		15932	47212	NA
Payroll administration costs	1400		460	940	NA
<b>Borrowing (Int)</b>					
Loan Repayments	14300		183	14117	NA
<b>Administration</b>					
Interest CCLA		10000	+63725	73725	High interest rates nationally have resulted in higher than anticipated income
Miscellaneous Income		10000	+7720	17720	CIL income – previously not informed; BID Funding from SCCC
Bank Charges	1600		1042	558	Awaiting completion of financial year
Employee Training	3000		2375	625	Training scheduled for Qtr4 2023/24

Employee Travel/Subsistence	1400		1119	281	Efficiency
Refreshments/Catering	200		-61	261	Additional activity – members engaged and attending the office
Audit Fees	3500		205	3295	NA
Accountancy Fees	3750		-10	3760	NA
Legal & Professional Fees	1000		196	804	NA
Insurance	6000		813	5187	Insurance contract in place
Subscriptions	5750		84	5666	NA
Postages	250		250	0	Reduction in traditional communication route
Stationery	1100		45	1055	NA
Printing	3000		1213	1787	Efficiency
Cleaning	2000		195	1805	NA
Computer Equipment/Software	4500		502	3998	NA
Website	1000		700	301	Updated back office operation system to go live Qtr4
Telephones	4000		605	3395	NA
Room Hire Costs	1400		1400	0	No need for external meetings
Equipment Purchase/Repair/Hire	4000		674	3326	NA
Clothing/PPE	250		129	121	Limited need so far this year
Contractors - Professional	6000		6000	0	No need this year so far

Strategic Allowance	24500		17923	6577	NA
<b>Accommodation</b>					
Utilities	6000		3383	2617	NA
Contractors - Services	6000		3492	2508	NA
Sinking Fund	1000		1000	0	NA
<b>Members' Costs</b>					
Member Training	500		410	90	Awaiting requirement
Member Travel/Subsistence	500		500	0	None so far this year
<b>MARKETING AND EVENTS COMMITTEE</b>					
<b>Events</b>					
Event Income	0		0	700	Christmas Lights Market income
Miscellaneous Income	0		0	10000	UKSPF Income to follow
Community Events & Summer Programme	49000		49000	59323	£14,083 from EMR
Event Matching Fund	10000		10000	5000	NA
<b>Christmas Programme</b>					

Strategic Event	60000		50000	10000	Allocated for future delivery
Infrastructure (Christmas)	60000		60000	0	To be invoiced January 2024 Will show month end Feb
Christmas Activities	25000		8518	16482	To be updated following financial month end
Sinking Fund	10000		10000	0	NA
<b>M&amp;E Projects</b>					
Event Seed Funding/income generation	15000		9361	5639	Allocated to future delivery
<b>COMMUNITY PLAN</b>					
<b>Civic Costs</b>					
Mayor's Allowance	2500		2456	44	Efficiency and voluntary service
Civic Expenses	2000		597	1403	Efficiency and voluntary service
<b>Grants</b>					
Grants Scheme	50000		23652	26348	To be allocated to appropriate applications.
<b>Community Plan</b>					
Sustaining Network	10000		1992	8010	No further commitment
Community Development Commissioning	5000		5000	0	To be invoiced
Tree of Light	5000		1160	3840	Efficiency

Health & Wellbeing	40000		8146	31854	Allocated and to be invoiced
Remembrance	6000		277	5723	NA
<b>PLANNING</b>					
<b>Planning</b>					
Contractors - professional	0			0	NA
<b>OPERATIONS &amp; IMPROVEMENTS</b>					
<b>Operations</b>					
Equipment Purchase/Repair/Hire	10000		7183	2817	Underspend based on service need
CCTV	34500		1140	33360	NA
Ranger Service	187469		65826	121643	NA- later invoices
Enforcement officer	33242	14200	19042	36176	EMR provision
Floral Scheme	35000		1586	33414	NA
<b>Green Spaces</b>					
Play Area Improvement Scheme	100000		100000	98248	NA – EMR
Allotments	7000		6470	530	Awaiting tree works invoice



<b>Regeneration</b>					
Public Realm	25000		-9451	34451	EMR £22353 (£12902 underspend awaiting delivery)
Heritage Projects	20000		-37348	57348	19638 from EMR. Purchase of land at Railway Cottages
Regen Projects	21000		12220	8780	Awaiting delivery

**Crewe Town Council:** Finance & Governance Committee

4. Conclusions

Income:

Income has been comparatively high due to successful grant opportunities (to increased in Qtr4 due to UKSPF income) and higher than normal interest income from the CCLA account

Underspend:

There is some underspend associated with Operations and Improvements that will lead to a surplus at the end of the financial year.

Exceptional expenditure:

Purchase of land at the Railway Cottages (£20,000 plus on costs) was outside of budgeted amount but approved by council March 2023. This expenditure can be absorbed without impact on financial security

5. Consideration Sought

To note the report

**Crewe Town Council Current Year**

**Payments 1st to 31st January 2024**

<b><u>Invoice Date</u></b>	<b><u>Invoice No</u></b>	<b><u>A/c Code</u></b>	<b><u>A/c Name</u></b>	<b><u>Net Value</u></b>
01/12/2023	5444	NGL01	NGL TECH	£625.00
01/12/2023	1046387	BRIG01	BRIGHTER BILLS	£423.09
01/12/2023	WINTER	STANDREW	ST ANDREWS CHURCH	£1,000.00
03/12/2023	CTC03122023	WYKES	RWYKES	£250.00
04/12/2023	2406	RAREEARTH	RARE EARTH DIGITAL	£90.00
06/12/2023	100534	BELCHER	SBELCHER	£10,000.00
06/12/2023		THURSDAY	THURSDAY CLUB	£2,500.00
07/12/2023	6145	STPA01	ST PAUL'S CENTRE	£1,500.00
07/12/2023	54845	DG	DG OFFICE	£28.45
07/12/2023	FINE	LW	WHEELER	£60.00
07/12/2023	PO709	CCL001	CHANCE	£938.70
07/12/2023	S294	MOTH01	MOTHERWELL	£750.00
08/12/2023	639	STAF01	STAFFS	£220.00
08/12/2023	81746	CWLW01	CWLW	£60.00
08/12/2023	1.17E+10	ANSA01	ANSA	£944.86
08/12/2023	HERITAGE	JLMEDICAL	JL MEDICAL	£137.50
11/12/2023	2023-009	MELS	MELS KITCHEN	£395.00
11/12/2023	54858	DG	DG OFFICE	£76.99
11/12/2023	54859	DG	DG OFFICE	£130.66
11/12/2023	FINE	INGWILSON	INGRID WILSON	£60.00
12/12/2023	13655	WISH01	WISHING WELL	£1,000.00
12/12/2023	54865	DG	DG OFFICE	£5.50
12/12/2023	FINE	CHARLYMA	CHARLY MALAM	£60.00
13/12/2023	1183	BLIT02	BLITZ FIREWORKS	£1,770.00
13/12/2023	5578	NGL01	NGL TECH	£73.50
13/12/2023	54871	DG	DG OFFICE	£33.35
13/12/2023	115249	PETH01	PET HIRE	£42.24
13/12/2023	FESTIVAL	STANDREW	ST ANDREWS CHURCH	£400.00
18/12/2023	121223	JLMEDICAL	JL MEDICAL	£137.50
19/12/2023	32	COOP01	CO OP BANK	£8.75
19/12/2023	198451	SSE01	SOUTHERN ELECTRIC	£196.59
19/12/2023	FINE <sup>AB</sup>		BURGESS	£60.00
20/12/2023	1200605	GREGGAS	GREG GAS SERVICES	£95.06
20/12/2023	ON ACC 457	JOOGLE	JOOGLEBERRY	£0.00
22/12/2023	54924	DG	DG OFFICE	£26.00
28/12/2023	5630	NGL01	NGL TECH	£358.84
29/12/2023	4308680	WATE02	WATERPLUS	£63.64
29/12/2023	HCL000679	PURCELL	PURCELL	£2,625.00
31/12/2023	3732	MMCL01	MM CLEANING	£190.00
31/12/2023	511892	AMBE03	AMBERON	£568.00
31/12/2023	5502910	RIGHTFUEL	RIGHTFUEL	£25.00
01/01/2024	1046739	BRIG01	BRIGHTER BILLS	£280.23
02/01/2024	1.17E+10	ANSA01	ANSA	£132.86
03/01/2024	292134	TUDO01	TUDOR	£59.34
03/01/2024	MEM247567	SLCC	SLCC	£36.00
04/01/2024	1.17E+10	ANSA01	ANSA	£39,529.23
07/01/2024	18734	MICR01	MICROSHADE	£220.98
08/01/2024	124	CUBLEY	KCUBLEY	£400.00
08/01/2024	281123	JLMEDICAL	JL MEDICAL	£137.50
09/01/2024	1186	BLIT02	BLITZ FIREWORKS	£8,621.50

10/01/2024	54979 DG	DG OFFICE	£43.00
10/01/2024	4492338 WATE02	WATERPLUS	£121.43
12/01/2024	1.17E+10 ANSA01	ANSA	£2,139.26
16/01/2024	188604 TUDO01	TUDOR	£41.50
18/01/2024	33 COOP01	CO OP BANK	£7.35
19/01/2024	449849 FORREST	FORREST RECRUIT	£295.80
22/01/2024	55049 DG	DG OFFICE	£141.69
22/01/2024	55050 DG	DG OFFICE	£6.60
22/01/2024	295489 TUDO01	TUDOR	£41.83
22/01/2024	1.17E+10 CHES01	CEC	£1,200.00
23/01/2024	1928 SEED	SEED ARBO	£475.00
23/01/2024	1.17E+10 ANSA01	ANSA	£726.00
24/01/2024	GRANT24 CREWE01	CREWE BRASS	£97.00
24/01/2024	GRANT24 CCBS	CHESHIRE BUDDY	£1,600.00
26/01/2024	450043 FORREST	FORREST RECRUIT	£408.00
26/01/2024	HCL000695 PURCELL	PURCELL	£8,268.75
28/01/2024	5791 NGL01	NGL TECH	£353.60
28/01/2024	GRANT LATH	LOOKING AFTER	£1,130.00
29/01/2024	2521 POWERHIV	POWERHIVE ELECTRICAL	£65.00
30/01/2024	9077 CRIM01	CRIME WATCH	£60.00
31/01/2024	2828 6A	6A ARCHITECTS	£15,000.00
31/01/2024	43221 ZERO01	ZERO SIGNS	£43.60
31/01/2024	55099 DG	DG OFFICE	£147.86
31/01/2024	5556525 RIGHTFUEL	RIGHTFUEL	£25.00
31/01/2024	XMASLIGHTS CREWE01	CREWE BRASS	£300.00
		TOTAL INVOICES	£110,085.13

# CREWE TOWN COUNCIL FINANCIAL REGULATIONS

**Adopted by Council: 16<sup>th</sup> May 2023**

**Review Date: May 2024**

1. General
2. Accounting and audit (internal and external)
3. Annual estimates (budget) and forward planning
4. Budgetary control and authority to spend
5. Banking arrangements and authorisation of payments
6. Instructions for the making of payments
7. Payment of salaries
8. Loans and investments
9. Income
10. Orders for work, goods and services
11. Contracts
12. Payments under contracts for building or other construction works
13. Stores and equipment
14. Assets, properties and estates
15. Insurance
16. Charities
17. Risk management
18. Suspension and revision of Financial Regulations
19. Capital Expenditure
20. Grants Income
21. Partnerships
22. Mayor's Charity Account

These Financial Regulations were adopted by the Council at its meeting held on 28<sup>th</sup> September 2021, supersedes any previous versions.

They are based on the Model Financial Regulations templates produced by the National Association of Local Councils (NALC) in July 2019.

## **1. General**

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three principal governing policy documents providing procedural guidance for Members and Officers. Financial regulations must be observed in conjunction with the Council's standing orders and standing orders relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:-
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of Officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an Officer may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice Officers to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. By resolution of Council, the Town Clerk has been appointed the RFO
- 1.9. The RFO:-
  - acts under the policy direction of the Council;
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the Council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the Council up to date in accordance with proper practices;
  - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or management information prepared for the Council from time to time, comply with the Accounts and Audit Regulations.

- 1.11. The accounting records determined by the RFO shall in particular contain:-
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure accounts relate;
  - a record of the assets and liabilities of the Council; and
  - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:-
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of Officers dealing with financial transactions and division of responsibilities of those Officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:-
- setting the final budget or the precept (Council tax requirement);
  - approving accounting statements;
  - approving an annual governance statement;
  - borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence (GPoC); and
  - addressing recommendations in any report from the internal or external auditors, shall be a matter for Council only.
- 1.14. In addition, the Council must:-
- determine and keep under regular review the bank mandate for all Council bank accounts;
  - approve any grant in excess of £10,000; and
  - in respect of the annual salary for any Officer have regard to recommendations about annual salaries of Officers made by the relevant Committee in accordance with its Terms of Reference. For the purpose of clarity, the Personnel Sub-Committee make recommendations on regrading and new positions and may determine annual increments within existing grades, in accordance to Personnel Policies.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of Section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified. In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. Accounting and audit (internal and external)**

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a Member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The Member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and Governance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed annually by Council and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:-
  - be competent and independent of the financial operations of the Council;
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report and one interim report during each financial year;
  - demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council
- 2.7. Internal or external auditors may not under any circumstances:-
  - perform any operational duties for the Council;
  - initiate or approve accounting transactions; or
  - direct the activities of any Council Officer, except to the extent that such Officer have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors, unless the correspondence is of a purely administrative matter.



### **3. Annual estimates (budget) and forward planning**

- 3.1. Each Committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year, including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by each relevant Committee. The Finance and Governance Committee shall, no later than December, consider its own budget and a draft budget for the Council (taking in to account recommendations from relevant Committees) and make recommendations to Council no later than January.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than the deadline date set by the relevant billing authority. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.6. The Finance and Governance Committee shall consider a rolling Medium Term Financial Plan prepared by the RFO and recommend it to Council by March each year. The Council shall adopt such a plan no later than April.

### **4. Budgetary control and authority to spend – SHOULD THESE BE REVIEWED?**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:-
  - the Council for all items over £10,000; **eg £20,000**
  - a duly delegated Committee of the Council for items over £1,000 to £10,000; **eg £3,000 to £20,000**
  - the Clerk for any items up to £1,000 **eg £3,000**. In the case of expenditure over £1,000 which is urgent, or for which delay is undesirable, the Clerk will contact all Members indicating that the matter will be actioned in five working days unless the action is 'called in'. A call in will be taken to the next available Council or Committee meeting according to the amount involved and is triggered by a quorum Members of Council (in the case of sums over £10,000 ) or of the relevant Committee (in the case of amounts between £1,000 and £10,000) contacting the Officer asking for a call in. A log will be retained to record requests for call in.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Committee Chair or the Mayor. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year without prior approval by either the Finance and Governance Committee or Council

- 4.4. The salary budgets are to be reviewed at least annually in December for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Personnel Sub-Committee. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, or other cases of utmost urgency, the Clerk in consultation with the Mayor and Chair of Finance and Governance may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement is necessary to continue their delivery. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000 **eg £20,000**. The Clerk shall report such action to the next meeting of Finance and Governance Committee or to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's Standing Orders, Financial Regulations and Standing Orders for Contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least every second month and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget, whichever is the greater.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **5. Banking arrangements and authorisation of payments**

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency. The Council may seek credit references in respect of Members or employees who act as signatories.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation by two of the Council's Authorised Member Signatories. The two Authorised Member Signatories shall review the schedule for compliance and, having satisfied themselves shall authorise payment by email or by signing the schedule. This shall be deemed as authorisation by any two of the RFO, Proper Officer or other authorised Officer to activate electronic payments using the Council's Electronic Banking System. At every meeting of the Council, the RFO shall present a full list of payments which have been authorised by Members for information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure headings. The RFO shall take all steps to pay all invoices submitted, unless there is a valid reason to withhold payment or part payment until the issue is resolved.

- 5.5. The Clerk or RFO shall have delegated authority to authorise the payment of items only in the following circumstances (with the exception of 4.5 above):
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance and Governance Committee;
  - b) An expenditure item authorised under 5.7 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance and Governance Committee; or
- 5.6. Transfers between any accounts (except on any account on which the Officers are signatories) and the current account may be affected by the RFO and Proper Officer. A transfer into any account on which Officers are signatories shall be treated like a cheque on the current account and shall require the authorisation of two Members who are authorised signatories.
- 5.7. In respect of grants, a duly authorised Committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.8. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].
- 5.9. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.10. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.11. The Council will aim to rotate the duties of Members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.12. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the Town Clerk or RFO. The Council shall retain a file with details of all suppliers whose invoices are paid electronically. Members Auditor(s) shall take a random sample of invoices to ensure that the details match those held in the Council's accounting software.

## **6. Instructions for the making of payments**

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated Committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated Committee. <sup>27 of 99</sup>

- 6.4. Due to the volume of payments from the Council's bank account, the primary method of payment shall be via electronic banking as set out in 5.2 above. The schedule of payments shall be authorised by email or signed by two Authorised Member Signatories and those schedules shall then be presented to the next Council or Finance and Governance Committee for ratification. A Member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question. Unless otherwise decided by Council resolution, signatories will be Committee Chairs, the Mayor and Deputy Mayor.
- 6.5. In the event that payment is required by cheque those shall be signed by two Authorised Member Signatories. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the Authorised Member Signatories shall each also initial the cheque counterfoil.
- 6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two Authorised Member Signatories and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.7. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two Authorised Member Signatories are retained and any payments are reported to Council as made. The approval of the use of a banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two Authorised Member Signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which two Authorised Member Signatories approved the payment.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be stored in a safe and secure place such as a safe or strongroom in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Members immediately and formally to the next available meeting of the Council. This will not be required for a Member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or Finance and Governance Committee.
- 6.12. Regular back up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The Council, and any Members using computers for the Council's financial business, shall ensure that antivirus, antispyware and firewall software with automatic updates, together with a high level of security, is used.

- 6.14. Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or email link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written notification by the supplier and supported by verified hard copy authority for change signed by any two of the Clerk, the RFO or an Authorised Member Signatory. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by Council or Finance and Governance Committee in writing before any order is placed.
- 6.18. A prepaid payment card may be issued to the Clerk or RFO, if different, with varying limits. These limits will be set by the Council or Finance and Governance Committee and are currently: a maximum value of a single payment shall not exceed £1,000, and the balance held on the card shall not exceed £2,000. Transactions and purchases made will be reported to the Council or Finance and Governance Committee. The card may be topped up by the Clerk or RFO upon authorisation by two of the Authorised Member Signatories.
- 6.19. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of Members or staff shall not be used under any circumstances.
- 6.20. The Council will not maintain any form of petty cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO or another officer authorised by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis.
- 6.21. The Clerk, RFO or Officer responsible for the administration of the Grant and Donations Scheme requests confirmation that payment has been received from the recipient organisation where they have been awarded a grant and/or donation exceeding £1,000. This receipt will be kept in the organisations Grant Application File.

## **7. Payment of salaries**

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary scales shall be as agreed by Council, or Personnel Sub-Committee according to approved delegation.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee’s pay scale, emoluments, or terms and conditions of employment without the prior consent of the Council or Personnel Sub-Committee according to approved delegation.

- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:-
  - a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for all staff.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff, the Council or Personnel Sub-Committee must consider a full business case.

## **8. Loans and investments**

- 8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council shall maintain an Investment Policy which shall be in accordance with relevant regulations, proper practices and guidance. The Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. Income**

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO who shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report from the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.
- 9.11. The Council will not maintain any form of petty cash float.

## **10. Orders for work, goods and services**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the Clerk or RFO.
- 10.3. All Members and Officers are responsible for obtaining value for money at all times. An Officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by seeking three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1.
- 10.4. A Member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The Clerk or RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. Contracts**

11.1. Procedures as to contracts are laid down as follows:-

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vii) below:
  - i. for the supply utilities such as gas, electricity, water, sewerage and telephone services;

- ii. for specialist services such as are provided by legal professionals; accountants, surveyors and planning and other specialist consultants subject to a resolution of Council which embodies the reason for the exemption;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk or RFO shall act after consultation with the Chair of the Finance and Governance Committee and the Mayor); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - vii. In cases where genuine competition is not available because of the specialist nature of the work or goods, subject to a resolution of Council which embodies the reason for the exemption.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £2530,000 inc VAT or more, the Council shall comply with the relevant requirements of the Regulations<sup>1</sup>.
  - c) The Public Services (Social Value) Act 2012 requires public bodies to consider how what is to be procured may improve social, environmental and economic wellbeing of the relevant area, how they might secure any such improvement and to consider the need to consult.
  - d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, the reason shall be embodied in a recommendation to the Council.
  - e) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations (which may change from time to time)<sup>2</sup>.
  - f) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to ~~the Clerk in the ordinary course of post~~ dedicated email account. Each tender shall state that no tender will be considered unless ~~contained in an unmarked, plain, sealed envelope and endorsed~~ the submission email is clearly titled “Tender” followed by the subject to which it relates and will remain sealed unopened/unaccessed until the prescribed date for opening tenders for that contract.
  - g) All ~~sealed~~ tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least two Members of Council.
  - h) Any invitation to tender issued under this regulation shall be subject to Standing Orders, Standing Orders for Contracts and shall refer to the terms of the Bribery Act 2010.
  - i) When it is to enter into a contract of less than £2530,000 inc VAT in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials,

<sup>1</sup> The Regulations require Councils to use the Contracts Finder website (the Government Website) to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>2</sup> Thresholds currently applicable are:

- a) For public supply and public service contracts £214,9043,477
- b) For public works contracts £5,336,937372,609



works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall seek to obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 Regulation 10.3 above shall apply.

- j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k) Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- l) In the case of a tender request for above the Find a Tender service (formerly OJEU) project threshold, the use of electronic means to manage the tender process is mandatory. In such cases, appropriate procurement consultancy with the capability to manage such tenders of scale electronically with an appropriate level of probity and auditability may be appointed at additional cost to the project budget to ensure regulatory compliance.

## **12. Payments under contracts for building or other construction works**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk or RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the Clerk or RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **13. Stores and equipment**

- 13.1. The Officer in charge of each section of the Council's organisation, shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The Clerk or RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **14. Assets, properties and estates**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk or RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000. Such a disposal must be authorised by the Clerk or RFO and reported to the appropriate Committee or to Council.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case.
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The Clerk or RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. Insurance**

- 15.1. Following the annual Risk Assessment in accordance with Regulation 17, the Clerk or RFO shall effect all insurances and negotiate all claims on the Council's insurers, in consultation with the Clerk (if a different Officer).
- 15.2. The Clerk shall, where it is a separate Officer, give prompt notification to the Clerk or RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The Clerk or RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The Clerk or RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate Members and Officers of the Council shall be included in a suitable form of security or Fidelity Guarantee Insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated Committee.

## **16. Charities**

- 16.1. Where the Council is sole managing trustee of a charitable body, the Clerk or RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk or RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **17. Risk management**

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk or RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **18. Suspension and revision of Financial Regulations**

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council in each financial year. The Clerk or RFO shall make arrangements to monitor changes in legislation or proper

practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

## **19. Capital Expenditure**

19.1 For the purpose of these procedure rules “capital expenditure” means the acquisition of land or buildings, the erection of buildings, the erection of permanent works, the purchase of vehicles, plant, machinery, equipment and furniture and any related fees, which are not financed from the Revenue budget. Items or groups of items under the value of £1,000 would not normally be classified as capital expenditure.

19.2 A Capital Programme will be prepared by the Clerk, in the annual budget cycle, showing the projects for the next three years.

## **20. Grants Income**

20.1 Officers should ensure that all grants and external funding income is promptly claimed and proper records and working papers are retained to justify claims.

20.2 The Clerk or RFO must inform the Finance and Governance Committee of any new bids for grant funding.

## **21. Partnerships**

21.1 A partner is defined as a private or public organisation, undertaking part funding or participating as a beneficiary in a project.

21.2 The Clerk or RFO will as appropriate, advise on the key elements of partnership, including:-

- Effective controls that ensure that resources are not wasted.
- A scheme appraisal for financial viability in both the current and future years.
- Financial risk appraisal and management.
- Resourcing, including taxation issues.
- Audit, security and control requirements.
- Carry-forward arrangements.
- Satisfactory accounting arrangements.

21.3 The RFO will ensure that:-

- All funding notified by external bodies is received and properly recorded in the Councils accounts.
- The match funding requirements are considered prior to entering into the agreements and that future revenue budgets reflect these requirements.
- Audit requirements are met.
- Ensuring that all agreements and arrangements are properly documented.
- Ensuring that all claims for funds are made by the due date.
- Ensuring that the project progresses in accordance with the agreed plan and that all expenditure is properly incurred and recorded.

## **22. Mayor's Charity Account**

22.1 ~~The Council may maintain and administer an account on behalf of the Mayor according to its policies in being at the time. Although this will not strictly be the Council's account, it will where appropriate be administered in accordance with these Financial Regulations and be open to the~~

scrutiny of the Audit process. The council does not operate a Mayor's Charity Account. Mayoral-nominated charities are responsible for their own fund raising, but can be promoted and supported by the mayoralty for enhanced fundraising of the nominated charity(ies)

16 January 2024

## Procurement Thresholds

### The thresholds for public procurement have changed from 1 January 2024

Public contracts, with an estimated value (including VAT, since 1 January 2022):

over £214,904 (previously £213,477) for goods or services, or

over £5,372,609 (previously £5,336,937) for public works (construction),

must comply with the full requirements of the Public Contracts Regulations 2015 (which will be replaced by the Procurement Act, when it takes effect later in 2024). These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).

Where a contract will run for several years, it is the total (not annual) value that matters.

Where the estimated total value (including VAT) is below these thresholds, but exceeds £30,000 (after 21 December 2022), a council is required to advertise the opportunity on Contracts Finder if they publish an open invitation to quote/tender. If they are inviting specific firms and not opening it up to wider competition, they don't have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg. 110(5)(b)).

However, a council must comply with its own Standing Orders and Financial Regulations and if those regulations require an open invitation and a formal tender process, the council should follow them. Tendering processes ensure fair competition, achieve value for money and avoid anti-competitive behaviour. They protect the council and taxpayers.

If a council simply chooses specific firms to invite, it must avoid allowing non-commercial considerations (defined in Part 2 of the Local Government Act 1988) to influence its decisions. If a council invites some suppliers and not others, it should record its reasons.

If the council genuinely believed the value would be under £30,000 but the tenders came in above that, the Regulations do not require it to go back and start again.

Regardless of whether the opportunity was advertised, Regulation 112 requires a council to publish the award of a contract over £30,000 on Contracts Finder within a reasonable timescale. There is no specified timescale for parishes, but we suggest within 3 months.

### **Disclaimer**

This bulletin is only intended as a brief guide and councils should ensure they follow the Regulations and guidance on [www.gov.uk](http://www.gov.uk), seeking professional advice if they are in any doubt. The Parkinson Partnership LLP accepts no liability for any loss arising from situations where councils have not followed the law and guidance.

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# CREWE TOWN COUNCIL

## FINANCIAL & CORPORATE RISK ASSESSMENT

Risk Area	Risk Identified	Mitigation	Notes
To provide and maintain standards for Town Council services to the residents of Crewe	The risk of legislative change which will have an impact on the Town Council's powers, duties and funding	Town Clerk and staff keep apprised of developments	GDPR Training carried out 2020/2021 <b><u>DPA Training to be carried out by all 2024/25</u></b>
	The protection of physical assets owned by the Town Council including buildings and equipment (loss or damage)	All physical assets insured  All assets checked regularly Management Systems being put in place	<b><u>Stored in vault in Municipal Building</u></b>
	The risk of damage to third party property or individuals as a consequence of the Town council providing services (public liability)	Public liability Insurance renewed annually	
	Insufficient staff or other resources to deliver the service needs	Staff have general awareness of other team members' essential tasks and can provide cover when required.  Town Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council	<b><u>Corporate Strategy and structure review 2024</u></b>
To provide a safe and fulfilling working environment for staff	Employees contravene Health and Safety Regulations	Health and Safety and First Aid training, insurance, Risk Assessments regularly checked and updated	Staff trained in H&S and First Aid
	Potential legal proceedings up to corporate manslaughter	Employers Liability insurance Employee training and awareness	
	Staff retention issues	Staff training where appropriate	
To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Town Council	Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors	Internal audit review recommendations actioned
	Loss of income through error or fraud	Fidelity Guarantee Insurance  Town Clerk continually review controls and current procedures	<b><u>Capacity in staffing structure for Finance Officer (currently dormant as Clerk fulfils this aspect)</u></b>
To ensure that all actions taken by the Town Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	Town Clerk to keep up to date with changes in legislation, seek advice from SLCC, ChALC, NALC and others as necessary	<b><u>Town Clerk has not accessed training for some time</u></b>
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Contract of employment in place  Matters relating to staff discussed in confidential session and discussed by personnel committee  Town Clerk to keep up to date with employment law and seek HR advice where appropriate Other policies in place  Supported and underwritten by Wirehouse Employer Services	<b><u>Town Clerk has not accessed training for some time</u></b>
Staff	Loss of services of employee	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	
	Loss of key staff trained in financial systems, process or rules	Staffing arrange so that knowledge is distributed between RFO and at least one other staff	External Accountancy support in place
Financial Control	Inappropriate expenditure made	Payments reported to Finance committee for review and corrective action if necessary	<b><u>Payment authorisation process</u></b>
	Financial Regulations become out of date with change in technology, regulation or business	Council to review financial regulations once a year  The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework	<b><u>Clerk has not accessed training for some time</u></b>

Risk Area	Risk Identified	Mitigation	Notes
		compatible with Council`s practices	
	Lack of budgetary overview/overspend against budget	Quarterly review of nominal ledger Monthly review of income and expenditure Seven week review by finance Committee	<b>Committees review associated spend at each meeting</b>
	Lack of finance to meet unbudgeted, urgent commitments ( with safety or other critical implications)	Contingency included in budget  Reserves equivalent to at least six month`s spend available	
Financial Systems and Records	Accounts  The RBS Omega accounts system is used which is an accepted accounts package	<del>A back up is also made to the main server at the end of each day</del> <u>Accounts are saved off site on CITRIX</u>  Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued  Documents are retained for 12 years	
	VAT  The RBS Omega system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts	VAT is applied to all mileage payments at the rate applicable at the time as advise by HMRC  VAT returns are lodged on a quarterly basis in line with accepted procedures  <del>Procedures will be provided to HMRC every three/four years for comments and approval</del>	
	Payroll  John Greenall and Co Ltd provide payroll services and carry out payroll function	The Clerk authorises any overtime, mileage or special duty payments, on a monthly basis  Backups are made to the server  Hard copies linked to pay roll reports are held on file together with payslips, BACs payments <del>and cheques</del> issued to the pension fund and IR  Greenall payroll service and fund invoices are retained on file with a record of payment.  Payments can only be issued for the nominated employees, which must be authorised in advance of the payment  Documents are retained for 12 years  Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information and highlight any discrepancies	
Banking Arrangements and Procedures	Co-op Bank is used Accounts	one bank account used on a daily basis  Reviewing how much is placed into a higher rate deposit account	
Banking Security/Access to Finances	Cheques	Each cheque from the main account must be signed by 2 Councillors and the Town Clerk as detailed on the bank mandates (which are amended when required to ensure that sufficient signatories are available at all times)	<b>Cheques are not currently in use, with no cheques having been issued for some years</b>
	Transfers	Monies may be transferred between the Councils accounts by the Clerk	
	Bank Reconciliation	All accounts are reconciled using the RBS Omega system within 5 days of receipt of any statement  Any discrepancies are immediately reported to the bank for investigation  All petty cash accounts which do not have statements are reconciled on a monthly	<b>No petty cash held or operated</b>



Risk Area	Risk Identified	Mitigation	Notes
		basis by the Accounts Assistant against the cash held and any discrepancies are immediately reported to the Clerk	<u>since 2020</u>
	Separation of Duties	The Town Clerk is responsible for the cash security in the Town Council offices	<u>No cash held in the council offices since 2020</u>
	Access to the main bank accounts	As detailed under Banking arrangements and Procedures above, no one person has access to monies held in the main accounts	
	Cheques	All invoices are checked by the Clerk in advance of payment and if related to an order, this has passed through the ordering procedure.	<u>Cheques not currently in use</u>
	Access to petty cash accounts	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money	No petty cash system in operation
	Payments	All payments must be authorised by the RFO before any <del>cheque-payment</del> is issued. The RFO is to sign the invoice/Purchase Order to confirm and record that the payments have been authorised. <del>Only All payments or transfers below £250 are normally accepted and</del> are reported to Finance & Governance Committee	
	Petty Cash – Cash Payments	All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk All payments are reported to Finance with a full reconciliation report for sign-off	No petty cash system in operation
	Hire Charges	<del>Council</del> Finance & Governance Committee agrees the charges  The office must abide by these rates and any requests for preferential rates must be made by the hirer to <del>Council</del> the Finance & Governance Committee for <del>their</del> its approval  All bookings must be paid for in advance to avoid bad debts other block bookers are invoiced or given the option of paying the sites on a weekly basis	
	Cash collected from community events	All cash collected at events is collected by appointed staff and a receipt is always issued (e.g. markets income) At the office the cash is emptied and counted manually within one working day by at least two members of staff	<u>No cash accepted since 2020</u>
	Processing and banking	When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up  When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained  The hire charges are banked when received The cash element is usually below £500  A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation  <u>Payment by BACS in advance is required</u>  This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for	<u>No cash accepted since 2020</u>
Financial Administration	Records non-compliant or inadequate	Internal auditor reviews record keeping <u>bi</u> -annually	

Risk Area	Risk Identified	Mitigation	Notes
		Advice taken from internal auditor, external auditor, accountant, SLCC and NALC on changes in regulation	
	Expenditure/income coded incorrectly	Town Clerk checks nominal ledger every quarter Items are coded	<u>Errors corrected routinely</u>
	Standing Orders  Standing orders are reviewed and approved by Town Council on an annual basis at the AGM	The Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines	
	Invoice payment without authority	All payments reviewed  <u>Daybook created and circulated to chairs of council and committees with the associated invoices. Minimum of 2 authorising responses required, those having checked invoices against the day book (payment schedule) prior to BACS payment</u>  Town Clerk authorises two councillors sign cheques and Administration personnel review	<u>Cheques not in use for some years</u>
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	<u>Cash not accepted</u>
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons  Cash and cheques stored securely and banked within 5 working days of receipt	<u>Cash not accepted.</u>
	Incorrect entries by bank	Bank statements reconciled monthly	
Annual Budget and Precept Calculations	The annual budget and precept calculations	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Town Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by CEC discuss and amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p>	

Risk Area	Risk Identified	Mitigation	Notes
		The final budget is approved in <del>January-December</del> and CEC is immediately advised of the precept	
Monitoring of Budgets	Comprehensive budgets	Comprehensive budgets are set for each committee and these are loaded onto RBS Omega accounts system at the start of the new financial year	
	Monitoring	On-going daily expenditures have already been incorporated within the budget and the RFO monitors invoices, etc. against the budget schedule to confirm that they are within the limits  All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget  Any over expenditure is highlighted and brought to the attention of the Clerk	
	Reporting	A full report of expenditures against budget is lodged with council at each Finance and Governance Committee meeting  This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract  Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure	
Insurable Risks	Public Liability	Insurance cover  In addition, weekly, annual checks of play equipment	Limit of cover £12,000,000  Reviewed annually. <u>No</u> Play equipment owned
	Employers Liability	Insurance cover	Limit cover £10,000,000  Reviewed annually
	Theft of money by third party	Insurance cover	Cover varies depending on the situation  Reviewed annually
	Theft of money by employee or member	Fidelity Guarantee cover	Limit of cover £2,000,000
	Property	Cover for buildings and contents All risks cover for selected items	
	Officials Indemnity	Continue with existing cover (£250k)	
	Libel and Slander	Continued existing cover (£250k)	Limit of cover £250,000
	Personal Accident	Continue with existing cover (scale benefits)	Limit of cover £2,000,000
	Legal disputes	Cover for specified legal disputes	Limit of cover £100,000
	Long term sickness of employee	Not covered  Liability limited by contract	
	Business interruption	Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc.  Cover in place for excess costs	Limit of cover £50,000
	Loss/destruction of financial records	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite	Residual risk considered acceptable
Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office	
Asset List	Purchased	An asset list is maintained by the Town Council Office on RBS System	

Risk Area	Risk Identified	Mitigation	Notes
		<p>This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., will be kept on a secondary list</p> <p>The asset list is circulated to staff on an annual basis to ensure that all items are correct</p>	
Internal Audit	Internal Audit	<p>The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year</p> <p>The report is presented to Council for acceptance</p>	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Town Clerk and Finance and Engagement Manager completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Town Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Town Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
Insurance	Fidelity Insurance	<p>Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts</p> <p>Procedures in place (as previously detailed) have been established incorporating separation of duties, cross referenced receipts of income</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	£2,000,000
	Insurance	<p>Zurich has been used as a recognised Town Council provider</p> <p>Annual reviews are carried out to ensure sufficient cover is in place</p>	
ICT	IT Security, safety of information/risk of loss of data	<p>Microsoft Office 360 installed on all PCs Allows for cloud back up of information</p> <p>Allows for cloud storage of all council data – more secure than onsite storage.</p>	

Reviews will take place yearly unless clearly stated differently within each section.

Asset Code	Description	Acquisition Date	Disposal Date	Original Cost	Current Value	Insurance Value
CTC06	Display Screen 22MP55HQ-P	01/04/2014		1	1	100
CTC07	Display Screen FLATRON 22EN33S-B	01/04/2015		1	1	100
CTC09	Display Screen FLATRON 22EN33S-B	01/04/2014		1	1	100
CTC10	Apple iPhone 6s	01/04/2017		1	1	350
CTC11	HP 250 G5 Notebook Heriatge Officer	01/04/2017		1	1	600
CTC13	Display Screen BenQ DL2215-B	01/04/2015		1	1	100
CTC20	Vestro 3578 - 6KL40HQ Laptop COMMUNITY	01/06/2019		1	1	600
CTC21	22M47VQ-P Display Screen	01/04/2020		1	1	100
CTC22	Apple iPhone 5	01/09/2015		1	1	0
CTC23	Flatron 22EN33S Display Screen	01/04/2013		1	1	100
CTC24	P87G001 Dell Laptop TOWN CLERK	01/04/2018		1	1	600
CTC26	Bosch Electric Drill	12/11/2018		1	1	180
CTC27	Hedge Trimmers Stihl	23/10/2018		1	1	300
CTC28	Handheld Blower Stihl	23/10/2018		1	1	450
CTC29	Backpack Blower Stihl	23/10/2018		1	1	450
CTC30	Strimmer Stihl	23/10/2018		1	1	400
CTC31	8 x 650mm Cup and Saucer Planters	15/03/2019		439.04	439.04	500
CTC32	4 x Tier Planters	15/03/2019		2,513.40	2,513.40	3,000.00
CTC33	1 x Street Jubilee Litter Bin - Maxwell Street	17/10/2019		368	368	400
CTC34	Christmas Lights	01/04/2020	20/02/2024	120,000.00	0	120,000.00
CTC35	Portable PA System - Mipro Electronics IC 2978A-MA808	01/04/2015	03/11/2023	2,300.00	0	0
CTC36	21ft x 8ft Red Storage Container	05/10/2019		1,764.00	1,764.00	2,200.00
CTC37	Alton Street	01/04/2020		47,272.73	1	1
CTC38	Brookhouse Drive	01/04/2020		47,272.73	1	1
CTC39	Claughton Avenue	01/04/2020		47,272.73	1	1
CTC40	Electricity Street	01/04/2020		47,272.73	1	1
CTC41	Henry Street	01/04/2020		47,272.73	1	1
CTC42	Hungerford Road	01/04/2020		47,272.73	1	1
CTC43	Manor Way	01/04/2020		47,272.73	1	1
CTC44	Ruskin Road	01/04/2020		47,272.73	1	1
CTC45	Ford Lane	01/04/2020		47,272.73	1	1
CTC46	Hulme Street	01/04/2020		47,272.73	1	1
CTC47	Walker Street	01/04/2020		47,272.73	1	1
CTC48	CTC Office - 1 Chantry Court	01/04/2016		112,500.00	135,000.00	145,000.00
CTC49	Henry Hoover HCR200-12	01/04/2017		1	1	120
CTC50	12 Conference Room Tables	01/04/2017		1	1	2,200.00
CTC51	30 Conference Room Chairs	01/04/2017		1	1	1,200.00
CTC52	LCD Projector	01/04/2014		1	1	350
CTC53	Projector Screen	15/10/2019		535	1	535
CTC54	Microwave	05/11/2019		79.99	79.99	100
CTC55	Kettle	11/11/2019		12	12	50
CTC56	Toaster	01/04/2019		1	1	20
CTC57	Undercounter Fridge	30/07/2019		109.99	109.99	110
CTC58	Water Heater	10/07/2019		49.99	49.99	50
CTC59	25 Framed Pictures	01/04/2017		0	0	0
CTC60	Sculpture from Macon	01/04/2020		0	0	0

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CTC61	WW1 Shell from Macon	01/04/2018	0	0	0
CTC62	4 x First Aid Kits	21/11/2019	82.32	82.32	100
CTC63	4 x Thermal Flasks	21/11/2019	99.96	99.96	100
CTC64	Desk - Community	01/04/2020	1	1	180
CTC65	Half Desk - Events	01/04/2020	1	1	150
CTC66	Desk - Town Clerk	01/04/2020	1	1	180
CTC67	Desk - Operations	01/04/2020	1	1	150
CTC68	Desk - Comms	01/04/2020	1	1	150
CTC69	Office Chair - Community	01/04/2020	1	1	220
CTC70	Office Chair - Events	01/04/2020	1	1	220
CTC71	Office Chair - Support	01/04/2020	1	1	220
CTC73	Office Chair - Operations	01/04/2020	1	1	220
CTC74	Office Chair - Heritage	01/04/2020	1	1	100
CTC75	Office Chair - Comms	01/04/2020	1	1	100
CTC76	Office Chair - Spare	01/04/2020	1	1	100
CTC77	Synology 4 Bay NAS Server	12/08/2019	1	1	150
CTC91	Former C&N silver gilt mace presented to Crewe 1877	01/04/2020	1	1	9,300.00
CTC92	Queen Victoria Golden Jubilee year Mayoral pendant 1887	01/04/2020	1	1	6,200.00
CTC93	B of Crewe Deputy Mayoress's pendant 1955	01/04/2020	1	1	400
CTC94	Former Borough of Crewe Mayoral chain	01/04/2020	1	1	65,500.00
CTC95	Deputy Mayors Pendent	01/04/2020	1	1	0
CTC96	Amyl mahogany cased upright piano	01/04/2020	1	1	4,500.00
CTC97	Mahogany piano stool	01/04/2020	1	1	150
CTC98	Set of 4 mahogany air chairs in the George II style	01/04/2020	1	1	1,800.00
CTC99	Queen Anne style mahogany and walnut display cabinet	01/04/2020	1	1	750
CTC100	Custom built mahogany display table	01/04/2020	1	1	750
CTC101	Pair of cast brass seven branch hanging chandeliers	01/04/2020	1	1	6,500.00
CTC102	Set of six Adam style cast brass twin branch wall lights	01/04/2020	1	1	2,400.00
CTC103	Axminster woolen carpet in the Tabriz style	01/04/2020	1	1	8,500.00
CTC104	Victorian presentation sword to Mayor of Crewe 1877	01/04/2020	1	1	1,450.00
CTC105	B of Crewe Mayor's pendant 1955	01/04/2020	1	1	1,250.00
CTC106	B of Crewe Mayoress's pendant 1955	01/04/2020	1	1	420
CTC107	Edwardian silver gilt presentation key Diptheria Pavillioin 1904	01/04/2020	1	1	480
CTC108	Silver gilt key King George V playing fields Sports Pavillion 1964	01/04/2020	1	1	360
CTC109	Red Leather three piece suite	01/04/2020	1	1	3,800.00
CTC110	Pair of mahogany piecrust top coffee tables (swan neck legs)	01/04/2020	1	1	280
CTC111	Mahogany piecrust top rectangular coffee table	01/04/2020	1	1	180
CTC112	Mahogany and leather topped corner table	01/04/2020	1	1	360
CTC113	Reproduction mahogany serpentine front side table	01/04/2020	1	1	180
CTC114	Mahogany and leather topped square side table	01/04/2020	1	1	340
CTC115	The Mayor's mahogany kneehole desk	01/04/2020	1	1	1,800.00
CTC116	Pair of mahogany and inlaid cabinets	01/04/2020	1	1	6,500.00
CTC117	Mahogany finish and brass vestments coat stand	01/04/2020	1	1	220
CTC118	Mahogany display cabinet on stand	01/04/2020	1	1	2,600.00
CTC119	Mayoral robes	01/04/2020	1	1	7,000.00
CTC120	Mayoral robes	01/04/2020	1	1	566
CTC121	Mayoral robes	01/04/2020	1	1	501.49

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CTC122	Crewe TC Allotments Silver Challenge Cup 1930	01/04/2020	1	1	600
CTC123	Presentation Smiths clock presented to Mayor of Crewe 1955	01/04/2020	1	1	85
CTC124	Garniture of three Chinese blue and white export vases	01/04/2020	1	1	680
CTC125	Three Fenton chinoiserie vases	01/04/2020	1	1	240
CTC126	Victorian silver tyg loving cup 1900 presented to Mayor of Crewe	01/04/2020	1	1	7,500.00
CTC127	Crewe Borough presentation silver gilt casket 1897 Marquis of Crewe	01/04/2020	1	1	16,000.00
CTC128	Edwardian Irish silver rose bowl 1902 Crewe allotments	01/04/2020	1	1	1,500.00
CTC129	Crewe-Macon Challenge silver trophy 1964	01/04/2020	1	1	45
CTC130	B of Crewe Hon. Freeman presentation silver cigar box	01/04/2020	1	1	1,450.00
CTC131	Presentation Silver plated taste-vin presented by Macon	01/04/2020	1	1	45
CTC132	B of Crewe Jubilee presentation silver cigar box 1924	01/04/2020	1	1	1,350.00
CTC133	French silver presentation cup Macon 1956	01/04/2020	1	1	280
CTC134	B of Crewe medal	01/04/2020	1	1	25
CTC135	La Ville de Macon pewter lidded jug 1973	01/04/1973	1	1	65
CTC136	B of Crewe Presentation military plaque (Women's Royal Army Corps)	01/04/2020	1	1	300
CTC137	Lords Commisioners of the Admiralty HMS AMBUSCADE plaque 1942	01/04/1942	1	1	900
CTC138	Borough of Crewe charter 1955	01/04/2020	1	1	850
CTC139	Photo of James Atkinson, Mayor	01/04/2020	1	1	160
CTC140	Framed Crewe - Macon notary 1967	01/04/2020	1	1	300
CTC141	Borough of Crewe Mayoral badge of office 1955	01/04/2020	1	1	28,000.00
CTC142	B of Crewe Deputy Mayor's badge of office 1954	01/04/2020	1	1	800
CTC143	Two pairs of Crewe Borough Arms silver cufflinks	01/04/2020	1	1	160
CTC144	Past Mayor's silver medal 1954	01/04/2020	1	1	140
CTC145	B of Crewe past Mayoress's silver medal	01/04/2020	1	1	160
CTC146	B of Cewe past mayoress's silver pendant	01/04/2020	1	1	180
CTC147	Pair of gilded stell ceremonial scissors	01/04/2020	1	1	30
CTC148	Borough of Crewe Mayoral photo album 1877-1974	01/04/2020	1	1	420
CTC149	News reel - HM Queen's visit 1956	01/04/2020	1	1	500
CTC150	Borough of Crewe Town Clerk presentation service book 1899	01/04/2020	1	1	280
CTC151	B of Crewe Honorary Freeman's roll 1887- 1973	01/04/2020	1	1	420
CTC152	2 Mayor's parlour visitors' books 1905 - 1974	01/04/2020	1	1	450
CTC153	Mayoral hats, waistcoats, chauffeur's uniform	01/04/2020	1	1	2,000.00
CTC154	Royal warrant, seal, etc, medals 1877-1893	01/04/2020	1	1	480
CTC155	Past Mayor's medal, past mayoress's necklace 1934-35	01/04/2020	1	1	300
CTC156	3 past mayor's medals (unissued)	01/04/2020	1	1	450
CTC157	5 past mayoress's necklaces, cufflinks, medals	01/04/2020	1	1	900
CTC158	B of Crewe presentation silver plated oval serving tray 1954-55	01/04/2020	1	1	120
CTC159	Assortment of china tea wares Crewe Borough Arms	01/04/2020	1	1	380
CTC160	Macon presentation glazed pottery plate	01/04/2020	1	1	90
CTC161	Victorian painted cast iron press seal	01/04/2020	1	1	420
CTC162	Grant of OBE to Alderman Foulkes, photos pre 1974	01/04/2020	1	1	240
CTC163	Mayoral painting 1939-40	01/04/2020	1	1	420
CTC164	Framed mayor's address to HM George V in Crewe 1913	01/04/2020	1	1	450
CTC165	Framed certificates from president of France	01/04/2020	1	1	160
CTC166	Chippendale Mahogany Chair	01/04/2020	1	1	320
CTC167	The Wilton (Carpet)	01/04/2020	1	1	0
CTC168	Past Mayors Medals	01/04/2020	1	1	2,143.97

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CTC170	Samsung J330FN	01/04/2018	1	1	250
CTC171	Dell Latitude 3510 Laptop EVENTS MGR	02/02/2021	625	400	600
CTC172	Dell Latitude 3400 Laptop SUPPOT OFF	02/07/2020	595	200	600
CTC173	Samsung Galaxy J3 Mobile Phone	01/02/2021	1	1	0
CTC175	Asus 14"Notebook Laptop REGEN	03/03/2021	495	495	0
CTC176	Stihl HLA56 Cordless Long Handle Hedgecutter	27/11/2020	298.07	298.07	300
CTC178	WESTERMANN-WKB660HONDA-GXV160	18/06/2021	2,105.00	1,000.00	2,000.00
CTC179	DELL 3520 1P9CR93 EX 3704148471 COMMS	24/09/2021	595	595	600
CTC180	Stihl BG86 CE Hand held petrol blower	24/08/2021	221.25	221.25	221.25
CTC181	Stihl HL92C-E Petrol Long reach hedge trimmer	04/08/2021	541.2	541.2	541.2
CTC182	DEFIB CC1- ZOLL AED 3 Semi Automatic	26/01/2022	1,095.00	1,095.00	1,200.00
CTC183	DEFIB CC1- ZOLL AED 3 Semi Automatic	26/01/2022	1,095.00	1,095.00	1,200.00
CTC184	DEFIB CC1- ZOLL AED 3 Semi Automatic	26/01/2022	1,095.00	1,095.00	1,200.00
CTC185	DEFIB CC1- ZOLL AED 3 Semi Automatic	26/01/2022	1,095.00	1,095.00	1,200.00
CTC186	DEFIB CC1- ZOLL AED 3 Semi Automatic	26/01/2022	1,095.00	1,095.00	1,200.00
CTC187	NED Armour Polycarbonate Outdoor Cabinet	23/01/2026	1,095.00	1,095.00	1,200.00
CTC188	NED Armour Polycarbonate Outdoor Cabinet	26/01/2026	440	440	500
CTC189	NED Armour Polycarbonate Outdoor Cabinet	26/01/2022	440	440	500
CTC190	NED Armour Polycarbonate Outdoor Cabinet	26/01/2022	440	440	500
CTC191	NED Armour Polycarbonate Outdoor Cabinet	26/01/2022	440	440	500
CTC192	Stihl FS 361 EM petrol brush cutter	30/03/2022	695.2	695.2	695.2
CTC193	Stihl BR 350 Petrol backpack blower	30/03/2022	324	324	324
CTC194	Stihl HL 92 CE Long reach petrol headge trimmer	30/03/2022	568.55	568.55	568.55
CTC195	Defib & External Cabinet	28/04/2023	1,195.00	1,195.00	1,195.00
CTC196	Defib & Cabinet	04/04/2023	1,195.00	1,195.00	1,195.00
CTC197	Defib & Cabinet	01/08/2023	1,195.00	1,195.00	1,200.00
CTC198	Defib & Cabinet	02/10/2023	1,195.00	1,195.00	1,200.00
CTC199	Railway Cottages Land	26/06/2023	20,000.00	20,000.00	20,000.00



## REPORT STATEMENT

Meeting: Finance & Governance Committee 11 03 2024  
 Report Purpose: To review and update the Ear Marked Reserves (EMR) for 2024/25  
 Version Control: v1  
 Author: Clerk

### 1. Summary:

The report provides proposed initial EMRs for the financial year 2024/25 for recommendation to council

### 2. Background

Crewe Town Council holds reserves, both general reserves to provide the council with financial security as well as Ear Marked Reserves (EMR) for the delivery of planned medium term projects as well as funding for anticipated liabilities, such as building maintenance and infrastructure repairs.

Annually, the council reviews it's EMR holdings to ensure they are appropriately allocated and also still current.

### 3. Position:

As of 1<sup>st</sup> Feb 2024 (Due to issuing the agenda pack 1 week prior to this meeting it was not possible to provide month end reports of February month close down in time for this meeting (these will be hopefully available at the meeting):

Account	Closing Balance (31/1/2024)	Opening Balance (01/04/2024)
322 EMR - Elections	35,092.50	35,092.50
329 EMR - Christmas	27,017.00	37,017.00
334 EMR - Railway Cottages	276.21	0
341 EMR - Place Branding	5,655.00	5,655.00
345 EMR -Heritage Gt Inc Match Fund	15,594.75	33,445.96
348 EMR - Strategic Events	86,325.00	116,325.00
349 EMR - Social Media/PR	10,000.00	0.00
350 EMR - Christchurch	6,685.00	0.00
351 EMR - Planning	9,000.00	9,000.00
352 EMR - Business Improvement Dis	33,204.00	0.00
353 EMR - Town Board Website	1,526.00	1,526.00
356 EMR - Town Centre Capital Proj	75,799.77	75,799.77
358 EMR- Hoardings & Frontages	21,280.50	21,280.50
359 EMR - Play Area Equipment	2500.95	100,000.00
360 EMR - CCTV	2,340.00	2,340.00
361 EMR - Enforcement Officer	0.00	0.00
362 EMR - Knife Angel	0.00	0.00
363 EMR - Coronation Event	11,768.98	0.00

364	EMR - Key Community Support	161.30	0.00
365	EMR - Defibrillators	0.00	0.00
366	EMR - Conservation Area Review	59,106.25	59,106.25
367	EMR - John McBride Fund	63,270.02	63,270.02
368	EMR – Bicentennial Celebrations	0	10,000
		<b>466,603.23</b>	<b>569.858.00</b>

The amendments are:

- i. EMR 334 & 350 are deleted and the value added to in to EMR 345. This EMR to be redesignated Heritage Projects
- ii. EMR 349 to be deleted as there is no associated or specified work programme and as such should be general reserve, which could be called on in the event of an emerging project.
- iii. EMR 352 to be deleted when the project has been delivered and any associated funds drawn down.
- iv. The budget for 2023/24 Parks and Play Areas delivery is scheduled for after the end of the financial year and as such should be added to the EMR 359
- v. EMR 361 to be deleted as this has been delivered
- vi. EMR 362 to be deleted as this has been delivered
- vii. EMR 363 to be deleted as this has been delivered. Noted that it was delivered under budget
- viii. EMR 364 to be deleted as this has been delivered (with a small residual amount)
- ix. EMR 365 to be deleted as this has been delivered
- x. That the Office sinking fund allocation is added to the associated EMR

Committees have made request for EMR provision of 2023/24 budgets as follows:

#### Marketing & Events

- i. That £10,000 of 2023/24 Strategic Event Budget is moved to the Strategic Event EMR for the purpose of delivery of the Krazy Races Event
- ii. That £20,000 of the 2023/24 Strategic Events Budget is moved to the Strategic Event EMR for provision of the Antiviolence Bee statue.  
NOTE: The Strategic Event EMR (348) sits at £86,352. It is suggested that adding to this considerable EMR without current demand on it may not be necessary and the EMR value as it stands could be used to deliver the above programmed activities to avoid retaining EMR levels that are not required. The associated 2023/24 underspend could move to general reserve and can be specifically drawn down should future projects require.
- iii. That the Christmas Lights Sinking fund 2023/24 budget value is added to the EMR associated.
- iv. That a Bicentennial Celebrations EMR is created and added to annually to generate a future delivery fund

#### Operations & Improvements:

- i. It is sought that £10890 is applied to the Heritage Grant Income Match Funding EMR (345) for the purposes engaging a fundraiser to generate grant funding for a Heritage Centre learning Officer
- ii. The residual Public Realm budget to be added to the Town Centre Capital Projects EMR (356) to deliver decorative town centre lighting (as seen on Victoria Street)

#### 4. Equality Impact:

All services are delivered within the council's diversity and equality policy as well as associated legislation and regulation.

5. **Sustainability Impact:**

Financial: Provision of EMRs supports sustainable financial management

Social: Delivery of the projects supports the town council's corporate strategy

Environmental: Delivery will be within the council's sustainability policy.

6. **Community Impact:**

Provision of all projects is for the benefit of the community

7. **Governance:**

Crewe Town Council Corporate Strategy

Crewe Town Council Financial Regulations

Local Government Act 2011

8. **Financial Impact:**

As listed above

9. **Resource Impact:**

Some officer time to oversee financial reporting

10. **Consultation/Engagement:**

Members consulted through the year during committee and council formal meetings.

11. **Wards Affected:**

All

12. **Conclusions:**

- i. That the provision of EMRs supports corporate priorities and delivery
- ii. That annual review is appropriate to ensure EMRs reflect deliverable projects and priorities
- iii. Rationalisation and ensuring a sustainable list supports accessibility to the information and avoids having legacy funds that have no real likelihood of being delivered or accessed
- iv. General reserves remain available to the council at a sustainable level should opportunity or issue arise that is not otherwise defined.
- v. That the associated spend is detailed within the annual business delivery plan
- vi. If not detailed, it will require formal approval by council or committee as appropriate

13. **Consideration Sought:**

- i. That the amended EMR list and values is recommended to council for approval

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## REPORT STATEMENT

Meeting: Finance & Governance Committee 11<sup>th</sup> March 2024  
Report Purpose: To review the committee structure of Crewe Town Council  
Version Control: v1  
Author: Clerk

### 1. Report Summary

The report provides a draft revised committee structure proposal that was developed through engagement with committee chairs and council leadership. It provides an amended approach in recognition of a new corporate strategy and council priorities.

The report provides a route to consider progressing the draft proposals to implementation.

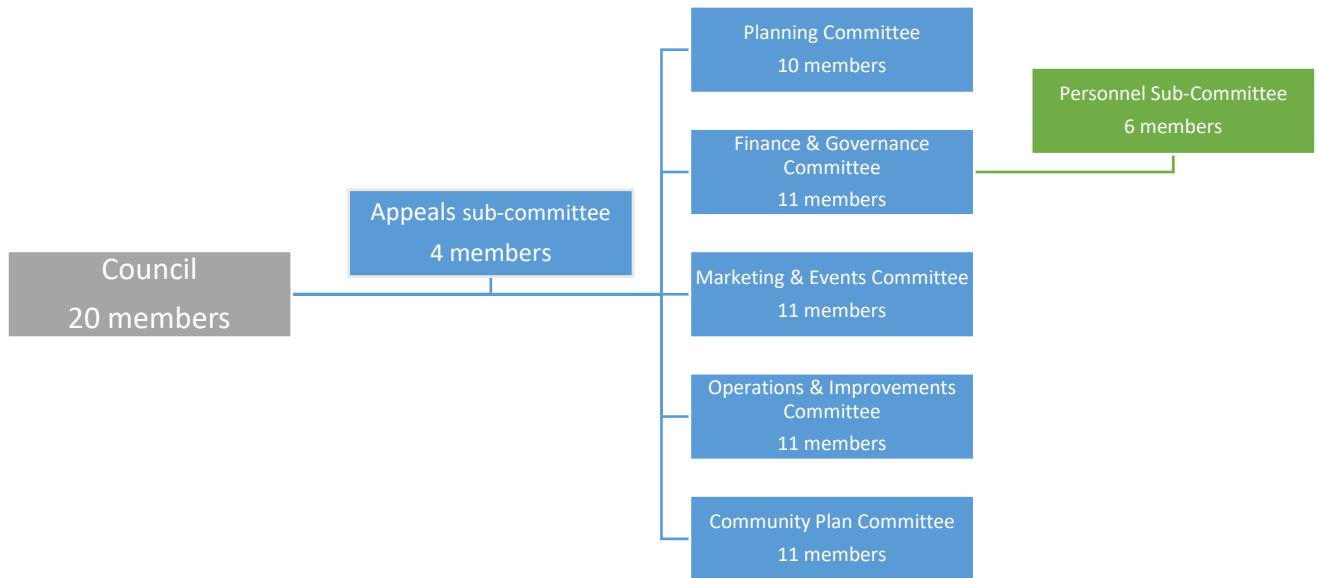
### 2. Background

Crewe Town Council was established in 2013 and provided for a local council for the parish of Crewe. The council developed a committee structure over time that is reflected in the below structure and this structure has provided the tier of scrutiny, policy, strategy and direction for the member-led organisation for a number of years.

These committees have delegated functions and budgets that sit within the governance structure of the council. Committees and council perform a strategic and executive role within the council's governance, rather than that of an operational role.

This committee considered this report in January 2024 and directed that the Terms of Reference be circulated to all members again prior to approval for recommendation to council for adoption.

### 3. Position



#### Council

Overall executive responsibility for council strategy. Specifically reviews and ratifies decisions recommended by committees that they are not otherwise delegated to approve.

Responsible for final approval and adoption of council policy and governance as well as larger budgetary expenditure (as per the Financial regulations).

#### Planning Committee

Delegated to make responses to planning applications and consultations as well as direct the development of associated policies related to planning, highways, built heritage and social infrastructure.

#### Finance and Governance Committee

This committee leads on policy review and governance development as well as oversight of the council's budgeting, spend, audit and financial strategy.

The budget associated with the committee has little discretion as it relates to contractual requirements and council administrative obligations.

#### Operations and Improvements

This committee has the largest portfolio that oversees a number of service level agreements for operation service deliver. These include CCTV, Town Ranger Service, Cleaner Crewe and public realm planting.

The committee budget is approaching twice the size of other committees and as such it might be considered that its portfolio is at capacity, leaving little room for development.

#### Marketing and Events

Oversees the events and communications functions of the council. Provides direction and scrutiny for event options and onward development.

Additionally, the committee is responsible for the Christmas Lights displays in the town.

#### Community Plan

This committee delivers the Community Grants programme as well as overseeing direct interventions to support the community in Crewe, including areas associated with supporting services associated with food banks, welfare, wellbeing and public health.

There remains the opportunity to consider if the current structure reflects an appropriate spread of responsibilities as well as representing the corporate strategy for the current administration.

Following consideration of the options appraisal by this committee in September, committee chairs and council leadership met to review the current structure and consider options for any potential amendments and drafting a new committee structure.

That meeting drew on all the areas of work being delivered and included within the corporate strategy priorities, as well as the clear designation/naming of the committees and came to the below drafted structure and work areas for the main committees. The below draft structure includes reference to every aspect identified in the corporate strategy.

This approach sees some changes in committee designation/naming:

1. Planning Committee becomes Planning & Environment Committee to reflect a growing role in built environment heritage conservation as well as formally identifying a need to engage with environmental sustainability
2. Marketing & Events Committee becomes Events and Culture Committee, reflecting the main function of the committee, but also ensuring that culture is brought forward as a focus for service development and delivery. This includes heritage culture.
3. Operations and Improvements Committee becomes Public Services Committee with the aim of making the committee's function more accessible and to focus attention on practical interventions delivered by the council
4. Community Plan Committee, becomes Community Committee for the purposes of clarity as well as to seek to encompass the broad interpretation of community development and service delivery within the corporate strategy

5. Finance and Governance Committee is unchanged in terms of designation, but clarifies the corporate focus of the committee to include civic services and communications.



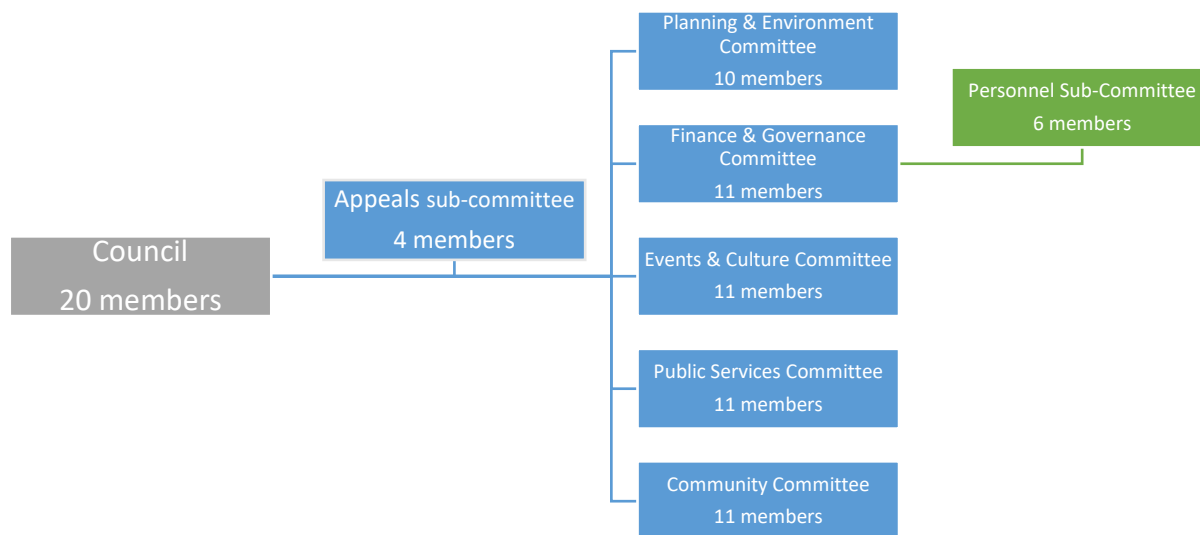
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Planning & Environment Committee	Events & Culture Committee	Public Services Committee	Community Committee	Finance & Governance Committee
Planning Application Consultation Responses	Christmas (Events & Lights)	Direct Contract Oversight (CCTV, Floral)	Community Service Level Agreements (incl Library)	Finance, Budgets, Audit & Procurement
Policy and Project Consultation responses	Heritage Centre Engagement	Town Centre Management	Community Service & Third Sector Mapping	Office, IT & General Admin
Planning Enforcement Oversight	Events Calendar & Delivery	Public Realm Maintenance & Ranger Service	Third sector engagement	Policy & Meeting Oversight
Environment & Sustainability Projects	Strategic Event Development & Delivery	Play Areas & Greenspaces	Community Grants	Civic Functions (Remembrance & Commemorations; Civic Awards; Mayoralty)
Sustainable Travel Responses	Arts & Culture Development	Devolved Assets & Services (operational delivery & subject to specifics)	Inclusion & Accessibility	Members & Elections
Building Conservation Responses	Events Volunteers	Cleaner Crewe Project (incl Volunteers)	ASB Projects & Engagement	Website & Comms
Heritage Projects (CAR, Planning conservation)	Heritage Projects (HODs; Bicentenary; Plaques)	Volunteering Friends of parks	Volunteering Community/3 <sup>rd</sup> Sector	Asset Management – financial accountability (Allotments, Offices & Railway Cottages)



The amended draft structure would not be significantly different in terms of overall council structure and membership could, until a suitable point in the future, remain reflective of the current position.

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4. Equality Impact

All services are delivered within the council’s diversity and equality policy as well as associated legislation and regulation.

5. Sustainability Impact

Financial: This approach does not affect financial strategies or plan, but provides for an alternative reporting structure for delivery, which may result in a refocused scrutiny and oversight, strengthening accountability.

Social: This approach does not affect strategies or plans, but provides for an alternative reporting structure for delivery, which may result in a refocused scrutiny and oversight, strengthening accountability and delivery

Environmental: The draft approach does provide for greater governance recognition of environmental matters with the inclusion within the Planning (an Environment) committee.

6. Community Impact

All services and projects are to be delivered for the benefit of the community of Crewe. This approach does not change that but the refreshed draft structure seeks to address the approved and adopted corporate strategy’s priorities and identified areas of work, which provides for greater clarity on expectations without being restrictive.

7. Governance

The redefinition of committees will require the amendment of core governance documents such as the Constitution, Terms of reference and Standing Orders.

Localism Act 2011

Local Government Act (and all subsequent updates, amendments and associated forms of legislation) 1972

Crewe Town Council Constitution

Crewe Town Council Corporate Strategy

Crewe Town Council Medium term Financial Plan

8. Financial Impact

None

9. Resource Impact

Councillor time to address amendments in the structure

Officer time to update governance and related operational processes

10. Consultation/Engagement

i. Councillor – In drafting the Corporate Strategy; Informal engagement in definitions and designations of Committees; F&G committee and Council informed of progress; Terms of Reference circulated to committee and council for comments and amendments; At the point the draft amended committee structure is approved in principle by this committee, the final draft proposal will be shared with all members. Full Council consideration. Full Council adoption (subject to consensus)

ii. Employees – In drafting the Corporate Strategy; Circulated to all staff in advance of meetings; informed of progress of this process at Team Meetings; At the point the draft amended committee structure is approved in principle by this committee, employees will be further; Should the changes indicate the requirement for role reviews based on updated corporate priorities, associated/affected officers will be consulted on draft amended role descriptions and implementation of amended role descriptions as directed by the Personnel Sub Committee. Engagement is already ongoing and officers are aware of the progress to update the governance structure and potential impacts on some roles.

iii. External – May 2023 elections – the current council elected recently based on their priorities, which have informed the corporate strategy

11. Wards Affected

All

12. Conclusions

- i. That a review of the current committee and associated governance structure is a proactive approach to ensure corporate priorities are appropriately identified and directed.
- ii. That the draft structure covers all areas of services and projects identified in the Corporate Strategy adopted September 2023
- iii. That broader engagement with members and employees took place following approval in principle for the proposed draft structure
- iv. That the associated governance documentation, having been circulated to all members, is recommended to council for adoption, coming in to effect at the start of the coming civic year (May 2024)
- v. That any potential changes to employee work priorities as directed by the Personnel Sub-Committee are progressed as appropriate.

13. Considerations

- i. That a draft committee and governance structure, having been shared for greater engagement and consultation should be recommended to Council for adoption (implementation May 2024)
- ii. That the amended Council and Committee Terms of Reference should be approved for recommendation to council for adoption (implementation May 2024)
- iii. That the Personnel Sub-Committee is tasked with a review of affected role descriptions, proposed amendments and associated actions and to direct the clerk on consultations prior to final implementation (May 2024)

**COUNCIL  
TERMS OF REFERENCE**

Approved by Council: ~~16<sup>th</sup> May 2023~~ 14<sup>th</sup> May 2024

Planned Review Date: ~~May 2025~~ 4

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**20 Members of the Authority**

**Quorum = 7**

Annual Town Council meeting is held in May, and then Council will meet approximately every second month in accordance with the Annual calendar of meetings.

The Town Council has full authority for all functions, duties and responsibility, but may delegate certain decisions to a committee, sub-committee or to an officer. It cannot legally delegate such decisions to an individual councillor. Certain decisions are reserved to Council either by legislation or the choice of the Council.

Function of Council Column 1	Delegation of Functions Column 2
<b>General Governance</b>	
1 Adoption and amendment of any strategies and policies.	None generally, but to receive advice from Finance and Governance Committee as appropriate. <ul style="list-style-type: none"> <li>Personnel policies and Pensions Discretion policies delegated to Personnel Sub-Committee</li> </ul>
2 Comments on Cheshire East Council's Strategic Plans or strategies	Planning & Environment Committee has delegated authority for response to consultations (see terms of reference for that Committee and 64 below)  Planning & Environment Committee can refer consultations to Council for ratification of further consideration
3 Comments on the strategic plans or strategies of other public sector bodies	To individual committees if within their terms of reference
4 Liaising with the Police and other outside bodies on matters pertaining to the Town.	In the first instance to Ward Councillors and/or Town Clerk.  To individual committees as set out in their delegation, otherwise reserved for Council
5 Approval of any Neighbourhood Plan for Article 14 consultation or Article 15 submission to Cheshire East Council.	None, but drafts delegated to Town Planning and Environment Committee
6 Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None

7 Approving of annual budget, Precept, and Medium-Term Financial Plan	None
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8	Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None
9	Election of the Mayor, appointment of Deputy Mayor, Election of Leader of Council.	None
10	Appointment of Chairs and Deputy Chairs of committees, established by Council.	Council, or may delegate to individual committees
11	Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
12	Appointment of Members or Officers to outside bodies	None
13	Adopting an allowance scheme for Mayor or other members.	None
14	Changing the name of the Town Council.	None
15	Deciding on honorary titles or awards	None
16	Making, amending, revoking, re-enacting or adopting Bylaws.	None
17	To represent the view of the local community on matters of significance.	None generally, but may be delegated to individual committees, through their terms of reference.
18	Power to make payments or provide other benefits in cases of fault or maladministration	Appeals Committee up to the value of £500 Town Clerk up to £200
19	Appeals against any decision made on behalf of the Authority	Appeals Committee
20	Data Protection, Access to Information, Freedom of Information and Human Rights.	Policy and Publication Scheme reserved to Council Strategic overview to Finance and Governance Committee
21	To monitor and control the Council's Ethical Framework	Strategic overview and monitoring to Finance and Governance Committee. Proper Officer to obtain declarations, give up-to-date reminder annually and to act as necessary for Monitoring Officer. Mayor may obtain declarations in the absence of the Proper Officer. Granting of a Dispensation is reserved

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	to Council and only delegated to the Proper Officer where a decision is required in advance of a committee meeting when no Council meeting is to take place
22. To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	None generally In cases of urgency, the Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor.
23. -1. All powers of the Council (except those reserved to Council by legislation) in the case of a civil emergency (including health related emergency), limited to £10,000 expenditure in accordance with Financial Regulations.	The Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor or committee chairman subject to reporting to next Council.
2. All powers of the Council (except those reserved to Council by legislation) in the case of utmost urgency, limited to £10,000 expenditure in accordance with Financial Regulations.	The Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor or committee chairman subject to reporting justification to next Council.
3. In cases where a civil emergency is over an extended period and which hinders the holding of normal meetings, non-urgent decisions will be taken in consultation with all members of committee or Council.	The Town Clerk in consultation with all members of Council or of the relevant committee subject to ratification at the next Council meeting.
24 Election issues and filling of vacancies	None to Committee. Proper Officer to undertake all statutory notifications and actions to advise members as necessary.
25 Power to direct as to the Custody of Town documents	None
26 All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	Town Clerk
27 All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	Town Clerk or other officer designated by resolution of Council
28 Nomination for attendance at conferences	None Town Clerk for Member training in accordance with policy.
29 To do anything calculated to facilitate or conducive or	Council unless specifically delegated.



incidental to the discharge of any function	
30 Adoption of General Power of Competence	None
<b>Personnel Issues</b>	
31 To direct which post holders will be designated Proper Officer to the Council, Responsible Financial Officer and Data Protection Officer.	None but may be on recommendation of Personnel Sub-Committee
32 To determine the overall Staffing structure and approval of additional posts	None but may be on recommendation of Personnel Sub-Committee
33 Confirming the appointment of the Town Clerk	None but appointment, set out in Terms of Reference for Personnel Sub-Committee
34 Other Personnel matters	As set out in Terms of Reference for Personnel Sub-Committee
35 Health and Safety Policy – General Statement and Organisation	None. Arrangements to Personnel Sub-Committee
<b>Quality and Integrated Management</b>	
36 Matters relating to Quality systems and Local Council Award accreditation	Finance and Governance Committee recommend and make decisions on process. Resolutions regarding Local Council Awards reserved to Council.
37 Administration of the Complaints Procedure	As set out in Complaints Procedure.

<b>Finance and Audit</b>	
38 Authorisation of Payment of accounts	Council/Finance and Governance Committee/Town Clerk/RFO in accordance with Financial Regulations
39 Approval of Annual Return, Statement of Accounts and Governance Statement	None
40 Approval of Banking Arrangements and choosing insurance providers.	None but on advice of Finance and Governance Committee
41 Approval of Orders for work, goods or services and acceptance of tenders	In accordance with Finance and Governance Committee TOR
42 Audit arrangements	In accordance with TOR of Finance and Governance Committee
Appointment of internal auditor and determining method of external auditor appointment.	None
Consideration of internal and external audit reports and response recommended by Committee or Sub-Committee.	None
43 Power to accept gifts, Local Government Act 1972, S139	None
44 Power to participate in schemes of collective investment, Trustees Investments Act 1962 s11.	None
45 Power to borrow, Local Government Act 1972 S111 and Sch. 13	None
46 Writing off bad debts	None
47 Proceedings or other steps to recover debt owing to the Council	RFO for routine action Finance and Governance Committee to consider reports on aged debt and action.
48 Annual review of Fees and Chargers	<del>None</del> <u>Finance &amp; Governance Committee</u>
49 Approval of virements between committee budgets	None

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<b>Powers of all Committees</b>	
50 To undertake all functions delegated to them by Council. They may choose, because of uncertainty as to whether a function is delegated, or because of the sensitivity, controversy or seriousness of a matter, decide not to use the delegated power	Committee Town Clerk as set out in delegation
51 To make spending and income recommendations to Finance and Governance Committee and to Council during the Budget process	Committee
52 To arrange extra meetings or alter time/date of meetings	Committee or Town Clerk in consultation with Chair and/or Deputy Chair
53 To monitor actions on minutes of the Committee.	Committee
54 To manage services for which they are responsible within an approved budget and policy.	Committee as delegated Town Clerk as delegated
55 To authorise spending/ issue works orders within budgets delegated to a committee	Committee/Town Clerk in accordance with Finance Regulations and Standing Orders for Contracts For capital projects, an application is made to Council to access a rolling Capital Fund.
56 To appoint sub-committees or working groups on a task and finish basis, in accordance with Standing Orders, and appointment of their Chair and Vice Chair	Committee
<b>Land</b>	
57 Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972 s124, 126,127.	None
58 Power to accept gifts of land, Local Government Act 1972 s139.	None
59 Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and10	None
60 To decide arrangements for the closure of the Council offices in the Christmas/New Year period in consultation with Mayor and Leader	Town Clerk

<b>Delegated Services</b>	
61 To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 and 112 or Localism Act 2011)	<u>Detailed Negotiations prior to consideration – Finance &amp; Governance Committee</u> <u>Final Consideration and acceptance -</u> None
62 To undertake services for another local authority or public body	None
<b>Planning and Development Control</b>	
63 To make observations on major or controversial planning applications referred to it by Planning Committee.	None.
64 To make observations on Planning consultation documents from the Principal Council or other bodies.	None for Local Plan or HS2 Project, but to receive recommendations from Planning Committee.
65 All other Planning and Building Control matters.	Planning Committee
<b>Housing</b>	
66 Policy.	None
67 All other housing matters.	Planning Committee
<b>Emergency Planning</b>	
68 To prepare an Emergency Plan for the Town which supports that of Cheshire East Council and the Cheshire Resilience Forum	Approval by Council Overview by <del>Operations and Improvement</del> <u>Public Services</u> Committee [See also Emergency powers, 23. above.]

NB. Any actions delegated to the Town Clerk/Proper Officer may in ~~his/her~~ absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.



## FINANCE AND GOVERNANCE COMMITTEE TERMS OF REFERENCE

Approved by Council: ~~17<sup>th</sup> May~~  
~~2022~~14<sup>th</sup> May 2024 Review Date:  
May 2025

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### 11 Members of the Authority

Quorum = 4

To include Leader, Deputy Leader and Chairs of 4 standing committees

**Chair:** Leader of Council

To take a strategic overview of Council operations and ensure that strategy is coordinated across all committees in line with the strategic agenda set by members.

To oversee the general operations of the Council in areas such as Finance, policy review, budget management, audit, risk management, asset oversight, Mayoralty, civic events, acts of remembrance and corporate communications.

**Meetings:** ~~Alternative~~ Alternate months and prior to Council.

All non-committee members may attend meetings of the Committee except for confidential items and speak on ward issues at the Chair~~man~~'s discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
<b>Governance</b>	
1 To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts.	Committee
2 To advise Council on the Constitution and all policy documents not specifically allocated to other standing committees	Committee
3 To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates,	Town Clerk
4 Observations on policy or strategy documents by any public body at local, national, regional or sub regional level <u>(other than those associated with planning, which are considered by the Planning &amp; Environment Committee with advice to council where required).</u>	Committee, except from Cheshire East Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee.

**Resources**

5 To oversee and direct the use of financial and technological resources of the Council.

Committee for strategic overview.  
Operational Management to Responsible Financial Officer (RFO) and other Officers in accordance with Financial Regulations.  
Strategic advice by Town Clerk

<b>Finance</b>	
Under the direction of the Council:	
6 To be responsible for the overall management and control of the finances of the Council and banking arrangements.	Council to approve banking arrangements Committee for strategic review RFO/Town Clerk in accordance with Financial Regulations and for operational management
7 To monitor the Council's capital and revenue budgets.	Committee/RFO in accordance with Financial Regulations.
8 Approval of variation, overspend, and virement in accordance with Financial regulations	Committee, Town Clerk and RFO as set out in Financial Regulations
9 To authorise payments in accordance with Financial Regulations	Committee, Town Clerk and RFO as set out in Financial Regulations
10 Approval of Orders for work, goods or services acceptance of tenders	Council/Committee/Proper Officer/Town Clerk in accordance with Financial Regulations and Standing Orders for Contracts. Town Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing orders
11 To make recommendations to the Council on Budget and Precept requirements.	Committee RFO/Town Clerk to prepare draft Budget and Budget Report with accountancy support as necessary.
12 To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.	Committee
13 To advise Council on borrowing policy, investment and treasury management	Committee
14 To regularly monitor the performance of all funds invested.	Committee, Town Clerk/RFO
15 To supervise the Council's insurance arrangements.	Town Clerk/RFO for renewal and operational matters. Committee for overview, tendering and changes of cover.
16 To supervise the Council's banking arrangements.	RFO/Town Clerk Authorised signatories to authorise mandate and payments in accordance with Financial Regulations

17	To be responsible for all matters related to the full range of financial and accountancy functions.	Committee for Strategic overview RFO/Town Clerk for operational management
18	Approval of all fees and charges annually	Committee to recommend with ratification from full Council.
19	To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	Committee for aged debt in accordance with Financial regulations. RFO for routine actions to recover
20	Authorisation of investments and debt repayment in accordance with the Council's Policy	Committee
21	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	Committee/Town Clerk in accordance with Financial Regulations
<b>Procurement</b>		
22	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.	Committee for strategic overview Town Clerk for operational management in accordance with Financial Regulations, Standing orders for Contracts and Procurement Policy
<b>Information Technology Services</b>		
23	To oversee the use of information and other technology in support of the Council's business and service commitments.	Operational Management to Town Clerk Strategic Overview to Committee and Contracts within approved budget.
24	Amendments and updates to layout of website	Town Clerk for updates and layout. Committee for new websites and contracts within budget.
25	To approve all security arrangements of the Council in respect of computers and financial issues.	Committee/Town Clerk/RFO in accordance with Financial Regulations
<b>Public Relations and promotion of the Town Council</b>		
<u>1</u>	<u>To co-ordinate and promote access to Council services and public information and to advise Council on a Communications and Marketing Policy</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
<u>2</u>	<u>To promote the public face of the Council through the management of public and media relations.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
<u>3</u>	<u>To promote implementation of the Council's policies in respect of corporate marketing and communication.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
<u>4</u>	<u>To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>

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<b>Promotion of the Town and strengthening communities</b>	
5 <u>To consider and make recommendations on the promotion of the town</u>	<u>Strategic overview and approval of programme to Committee.</u> <u>Operational management to Town Clerk</u>
7 <u>To work in partnership with others to develop a Crewe Brand and culture.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
8 <u>Promotion and protection of the Brand image including advertising campaigns.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
9 <u>To use the opportunities provided by the Events programme to raise the profile of the Town.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
10 <u>Management of the Town boundary signs, poster sites and Town Map boards.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
11 <u>To have an oversight of working groups formed to support special events and promotional projects from a communications perspective and to give support and advice.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
<b>Performance and Business Management</b>	
26 Management of all business aspects of the establishment	Committee to overview Town Clerk for operational management.
27 Monitoring the progress of the Capital Programme.	Committee
28 Approval of Corporate Business Plan	Committee Town Clerk to determine underlying Action and Project Plans
29 Approval of Operating Procedures	Committee for initial Financial Procedures Town Clerk for other procedures and updating financial procedures
<b>Asset Management</b>	
30 To have oversight of assets and the transfers of assets.	Committee
31 Maintenance of the Asset Register	Town Clerk to update annually
32 Corporate landlord management, repair and maintenance. Leasing & licensing of Council land and buildings	Council for acquisition and disposal Strategic overview to Committee Town Clerk for operational management

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<b>Public Buildings</b>	
33 Power to provide and encourage the use of conference facilities, Local Government Act 1972, S144  Power to provide public buildings and halls, Local Government Act 1972, S215  Power to provide and equip community buildings, Local Government Act 1972, s 133	Committee for strategic overview Town Clerk for operational management
34 Power to provide and equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	Committee for strategic overview Town Clerk for operational management
<b>Audit</b>	
35 To maintain and have oversight of Member Audits.	Committee Town Clerk to support with operating procedures
36 To undertake any actions recommended following Member Audits and to have overview of risk management.	Committee (Council if change of policy required). Council to receive external audit report. Town Clerk/RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.
37 Final Internal and External Audit Reports	Committee to advise Council on response
<b>Information and Data Protection</b>	
38 Policy on Data Protection, Access to Information, Freedom of Information and Human Rights.	Advice to Council
39 Decisions on issues relating to Data Protection and Human Rights.	Strategic overview and monitoring to Finance and Governance Committee Town Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Officer. Town Clerk to update Privacy notices of all categories.

40 Decisions on issues relating to Access to Information and Freedom of Information.	Committee for strategic overview Town Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation and policy and respond to matters raised by the Information Commissioner.
<b>Ethical Framework</b> 41 To monitor and control the Council's Ethical Framework, Code of Conduct and related protocols	Strategic overview and monitoring to Committee. For Officer delegation see Council ToR
<b>Personnel</b> 42 To provide suitable governance and oversight to staffing and employment issues and considerations	Creation of and delegation to the Personnel Sub-Committee of this committee
<u>11. To administer and oversee the civic functions of the Council and the office of the Mayor</u>	<u>Committee to have strategic overview and approve acceptance within policy and budget</u> <u>Town Clerk for Operational Management</u>

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.



**PLANNING & ENVIRONMENT -  
COMMITTEE TERMS OF REFERENCE**

Approved by Council: ~~17<sup>th</sup> May~~  
~~2022~~<sup>14<sup>th</sup> May 2024</sup> Planned Review  
Date: ~~May 2025~~

**10 Members of the Authority**

**Quorum = 4**

To oversee all planning, environmental, built environment conservation, environmental sustainability and regulatory matters, and to recommend policy to Council on these matters including housing and transportation.

**Meetings:** Monthly.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chair~~man~~'s discretion, but are unable to vote.

Function of the Council Column 1	Delegation of Function Column 2
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<b>Planning and Development Control</b>	
1. To make observations on all Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. Committee may decide that with a major or particularly controversial application, to make recommendations for determination by Council
2. Referring any Planning enforcement issue to the principal Council	Town Clerk
3. To make observations on all planning aspects and licensing aspects <del>including</del> waste applications or mineral applications.	Committee
4. To comment on Tree Preservation applications or the making of Orders.	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
5. To respond to consultations from adjoining authorities outside of Cheshire East Borough.	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
6. To make observations on Planning consultation documents from Cheshire East Council or other bodies.	Committee, except Local Plan or HS2 Project which are reserved for Council.

7. To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.	Committee
8. To make observations on Hazardous Substance applications.	Committee
9. Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued.	Committee

10. Making observations on applications and other actions in relation to hedge rows.	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
11. Making observations and recommendations on Street naming or numbering.	Committee
12. To liaise with the district council on any matter relating to building control.	Town Clerk
13. To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.	Committee
<u>14. To oversee the allocation of CIL funds held by the town council</u>	<u>Committee</u>
14. To request a Cheshire East councillor to “call in” applications to be determined by the Southern Planning or Strategic Planning Committee.	Committee
15. To undertake the Council’s role in the making, review or management of conservation areas	Committee
<b>Strategic Planning</b>	
16. Making observations on Local Plan, HS2 Project or Waste and Mineral Plans	Council on the advice of Committee for Local Plan and HS2 Project. Committee for Waste and Mineral Plans.
17. Making observations on supplementary planning documents or non-statutory plans.	Committee
18. To oversee the Council’s role in preparing, reviewing and monitoring the Neighbourhood Plan.	Committee Approval of Plan reserved to Council.
19. Planning Guidance and Policy by the Town Council	Committee to oversee and recommend Approval reserved to Council
<b>Licensing</b>	
20. Making observations on any matter relating to gaming or gambling	Committee
21. Making observations on applications and other matters under the Licensing legislation.	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.

<b>Housing</b>	
22. Town Council Policy or response to consultation on Cheshire East Policy.	None, but on advice from Committee.
23. To lobby for a suitable mix of housing and adequate affordable homes.	Committee.
24. To take a lead on other housing matters including landlord supervision and design guidance.	Committee.
<b>Environment &amp; Sustainability</b>	
25. To promote the environmental wellbeing of the Town.	Policy reserved <del>by</del> for Council on recommendation of Committee Committee under the direction of Council Town Clerk for operational matters
26. Conservation of the built and natural environment	Strategic - <del>committee</del> Operational management to Town Clerk
27. To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.	Strategic overview to Committee within budget. Operational management to Town Clerk
28. Issues involving ancient monuments and areas of archaeological interest.	Strategic overview to Committee Town Clerk for operational matters.
29. To promote environmental awareness.	Strategic overview to Committee Town Clerk for operational matters.
<del>30.</del> To lead the Town to address climate change, sustainability and transition.	Strategic overview to Committee Town Clerk for operational matters.
<del>30-31.</del> <u>Consideration and promotion of active and sustainable travel projects, activities and initiatives</u>	

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<p><b>Environmental and Public Health</b></p> <p>31. Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds and ditches, Public Health 1936, S260.</p> <p>32. To liaise with the relevant authorities in cases of public health/environmental nuisance, drainage matters, pollution, or animal welfare issue.</p> <p>33. To make observations on any public health/environmental licence or registration application (other than under the Licensing Act).</p> <p>34. Waste and recycling</p>	<p>Power and Strategic overview to Committee Operational management to Town Clerk</p> <p>Petitions to Committee Town Clerk in other cases</p> <p>Committee Town Clerk in consultation with Chair in cases of urgency</p> <p>Strategic overview to Committee Operational management to Town Clerk</p>
<p><b>Strategic Highways and Transportation</b></p> <p>35. To take policy lead on the Local Transport Plan and general transportation issues including HS2 related activities.</p> <p>36. To respond to consultation on any temporary or permanent highways changes.</p> <p>37. Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.</p> <p>38. Consent for ending maintenance at public expense or stopping up or diversion of highway</p>	<p><u>Council for the Local Plan and HS2 strategies and consultations</u> Committee for strategic overview and to advise Council. Town Clerk for operational matters</p> <p>Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee Town Clerk after consultation with Members, if consensus view</p> <p>Committee</p>
<p><u>39. To lobby for road safety improvement schemes 38-40.</u></p>	<p><u>Committee</u> <u>Town Clerk in accordance with policy</u></p>
<p><b>Challenging Planning Decisions of the Planning Authority</b> <u>39-41.</u>To progress to Judicial Review issues of concern relating to planning decisions made that require challenging</p>	<p>Planning Committee, within budget and financial regulations, through appointed representatives. To report to council at a point relevant to outcome.</p> <p>To provide recommendation to council if proceedings are of significant scale and in line with Financial Regulations.</p>

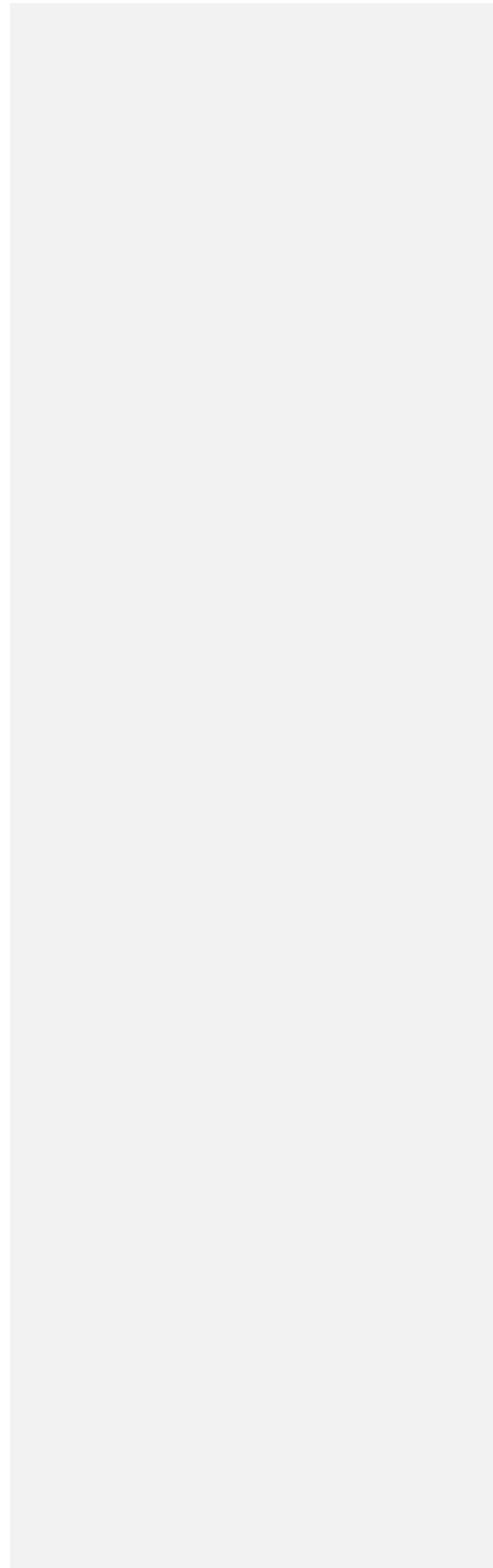
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NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her/their absence be undertaken



by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.





**COMMUNITY PLAN COMMITTEE  
TERMS OF REFERENCE**

Approved by Council: ~~17<sup>th</sup> May 2022~~<sup>14<sup>th</sup></sup>  
~~May 2024~~ Planned Review Date: ~~May~~  
~~2025~~

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**110 Members of the Authority**, including the Mayor and Deputy Mayor **Quorum = 4**  
 Committee may in addition have non-council community members with the approval of Council, in accordance with Standing Orders

To oversee the delivery of the Community Plan and support the delivery of improvement in the ~~social-~~ lives ~~wellbeing~~ of those who live, work or visit the town

**Meetings:** Alternative months  
 All non-committee members may attend meetings of the Committee except for confidential and speak on issues at the Chair's discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
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<b>Community Engagement</b>	
1. To develop, facilitate and implement themes and actions contained within <del>A Vision for Crewe</del> Crewe's Community Plan to promote and improve the health, social and cultural wellbeing of those who live, work, study or visit within the Town.	Committee to have strategic overview and approve action plans within policy and budget Town Clerk for Operational Management
2. To facilitate and support statutory, voluntary, community and faith sector organisations to deliver the aspirations of <del>A Vision for Crewe</del> Crewe's Community Plan	Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management
3. To have oversight of the Council's involvement with outside bodies which are relevant to the voluntary, community and faith sector as well as the themes and actions contained within <del>A Vision for Crewe</del> Crewe's Community Plan <del>such as the</del> <u>Crewe Pledge</u>	Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management
4. To update and refresh the action plans and themes contained within <del>A Vision for Crewe</del> Crewe's Community Plan	Council to approve plans, themes and updates Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management
5. To agree project funding proposals which meet the aspirations contained within <del>A Vision for Crewe</del> <u>the Council's Corporate Strategy and</u> Crewe's Community Plan under the themes of:- <ul style="list-style-type: none"> <li>• Cultivating civic and community pride</li> <li>• <del>Celebrating arts and culture</del></li> <li>• Aspirational young people</li> <li>• Health and wellbeing</li> <li>• A Voice for Crewe</li> </ul>	Committee to have strategic overview and approve acceptance within policy and budget

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<p>6. To promote and support:-</p> <ul style="list-style-type: none"> <li>• Social inclusion within communities</li> <li>• Public and community services and facilities within the Town</li> <li>• Crewe Local Area Partnership</li> <li>• CAB for the Town (Local Government Act 1972 s142)</li> <li>• Fair Trade in the Town</li> <li>• Healthy living</li> <li>• The development of and coordination of NHS services</li> <li>• Public and community services for young People <u>as well as isolated and vulnerable groups</u></li> </ul>	<p>Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management</p>
<p>7. To seek and maximise the benefit of external funding directly or in partnership with others</p>	<p>Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management</p>
<p>8. To support external partnership organisations with regard to friendships and twinning agreements</p>	<p>Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management</p>
<p>9. Compile and submit responses to public consultations through the promotion and liaison with external stakeholders which are relevant to the aspirations of <del>A Vision for Crewe</del> — Crewe’s Community Plan</p>	<p>Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management</p>
<p>10. To have oversight of Working Groups formed to support projects and activities which deliver the aspirations contained within <del>A Vision for Crewe</del> — Crewe’s Community Plan</p>	<p>Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management</p>
<p><del>11. To administer and oversee the civic functions of the Council and the office of the Mayor</del></p>	<p><del>Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management</del></p>
<p><del>12. To have oversight of the Grants Advisory Group</del></p>	<p><del>Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management</del></p>
<p>13. To administer the policies and procedures and make recommendations relating to the Council’s grants and donations</p>	<p>Grants Working Group to evaluate and recommend to Committee Committee to have strategic overview and approve acceptance within policy and budget Council to approve policy Town Clerk for Operational Management</p>
<p>14. To facilitate, promote and administer the Councils grants and donations</p>	<p>Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management</p>

15. To have oversight of targeted or responsive grant funds

Grants Working Group to evaluate and recommend to Committee  
Committee to have strategic overview and approve acceptance within policy and budget  
Council to approve establishing grant funds which are over £10,000  
Town Clerk for Operational Management

ASB

47. To liaise with the Police to reduce crime and promote crime reduction initiatives

Committee to respond to consultations

48. To support the maintenance of PCSOs in the Town Libraries

Committee in accordance with policy Town Clerk for operational aspects

52. To support home safety initiatives in the town and work with Cheshire Fire and Rescue on fire safety initiatives

Committee  
Town Clerk in accordance with policy

Libraries

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NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her/their absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.



**OPERATIONS AND IMPROVEMENT PUBLIC SERVICES COMMITTEE TERMS OF REFERENCE**

Approved by Council: ~~17<sup>th</sup> May 2022~~ **14<sup>th</sup> May 2024 Planned Review**  
 Date: ~~May 2025~~

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**10 Members of the Authority**

**Quorum = 4**

To oversee direct service delivery aspects of the council's work, including, the Town Ranger Service, CCTV, Cleaner Crewe Project and Floral Displays. To develop and enhance the town's public and shared spaces. To consider and oversee the provision and delivery of delegated and devolved assets and services. To support and promote community and voluntary engagement with parks and greenspaces and to identify priorities for council investment in parks and play areas.

To oversee engagement in town centre projects and activities  
 To improve the quality and cleanliness of the built environment especially in the town centre through the Streetscene and Ranger Services.

To oversee town centre activity and build relations with the business community. To promote relationships with local business.  
 To maximise the heritage value of the town.

To develop and enhance the town's public space

**Meetings:** Alternative months prior to Council.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

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Function of Committee Column 1	Delegation of Functions Column 2
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<b>Public Realm and Public Facilities</b>	
1. To contribute to the improvement of the public realm, both directly and by supporting <del>and coordinating</del> the contribution of other partners.	Committee for strategic management within budget. Town Clerk for operational management.
2. To <del>manage-oversee</del> the <del>Streetscene Improvement Service</del> <del>Cleaner Crewe Project</del> to reduce problems from fly-tipping and waste management, <del>through advice, education and enforcement.</del>	Committee for strategic overview Town Clerk for operational management.
3. To manage the contract for the Crewe Ranger service to ensure a response resource which supports and enhances the general public realm services.	Committee for strategic overview Town Clerk for operational management.
4. Matters relating to street cleaning, litter, fly posting and graffiti.	Committee for strategic overview Town Clerk for routine management.
5. If made available -Fixed penalty notices for littering, graffiti and fly posting (adoptive). Dog Control Orders, Clean Neighbourhoods and Environment Act 2005 (if adopted).	Committee for strategic management within budget and policy Operational Management to Town Clerk. Council to adopt legislation

6. Provision of litter receptacles, Litter Act 1983, S5 and 6	Committee for strategic overview Town Clerk for routine management.
7. Provision and maintenance of street furniture and signs	Committee for strategic overview Town Clerk for routine management.
8. If made available -Power to provide and maintain public conveniences, Public Health Act 1936, s87.	Committee for strategic management within budget and policy Town Clerk for operational management
<del>9. If made available -Power to provide and maintain public conveniences, Public Health Act 1936, s87</del>	<del>Committee for strategic management within policy and budget Operational management to Town Clerk</del>
<del>10-9.</del> If made available -Power to maintain, repair, protect and alter war Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133.	Committee for strategic management within policy and budget. Operational management to Town Clerk
<del>11-10.</del> To promote and support floral and planting Initiatives, Local Government Act 1972. s 144	Committee for strategic overview Town Clerk for operational management.
<del>12-11.</del> If made available -Power to provide and maintain bus shelters, Local Government (Miscellaneous Provisions) Act 1953 S4.	Committee for strategic overview Town Clerk for operational management.

<b>Economic Wellbeing and Tourism</b>	
13. To promote the economic wellbeing of the Town through partnership with the businesses, the community sector and with the principal council.	Committee within Policy and Budget Town Clerk for operational management
14. To promote tourism within the Town and power to encourage visitors	Committee within Policy and Budget Town Clerk for operational management
15. To promote regeneration in the Town and <del>coordinate</del> /support the work of partner organisations.	Committee within Policy and Budget Town Clerk for operational management
16. To lobby for sufficient high quality employment sites in the Town and support initiatives promoting inward investment	Committee within Policy and Budget Town Clerk for operational management
17. To support skills and training for local businesses.	Committee within Policy and Budget Town Clerk for operational management
18. To lead on the coordination of infrastructure projects with partners in the Town Centre <del>including the Arcade.</del>	Committee within Policy and Budget Town Clerk for operational management Committee within Policy and Budget
19. To <del>work with the BID, which</del> oversees and coordinates Town Centre activities and maintains effective relationships with retail businesses, particularly in the Town Centre.	Town Clerk for operational management
20. <del>To lead on building support to create an effective improvement district</del>	<del>Committee within Policy and Budget Town Clerk for operational management</del>

<b>Leisure and Recreation</b>	
21. To oversee the delivery of improvements to green areas in the Town.	Committee for strategic overview Town Clerk for operational management
22. If made available -Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and 10.	Committee for strategic overview Town Clerk for operational management
23. If made available -Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, and boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54.	Acquisition to Council Committee for Strategic Management and development within budget and policy Town Clerk for operational management
24. Enhancement and if appropriate management of play areas.	Committee for strategic management and development within budget and policy Town Clerk for operational management
<del>25.</del> Liaison with other organisations which have an interest in recreational facilities in the town.	Committee for strategic overview Town Clerk for operational management
<del>25-26.</del> <u>Promotion of and engagement with community volunteers to support the development of park friends of groups</u>	<u>Committee for strategic overview</u> <u>Town Clerk for operational management</u>
<b>Clocks</b>	
26. If made available -Power to provide and maintain public clocks, Parish Councils Act 1957, S2	Committee for strategic overview and management. Operational management to Town Clerk
<b>Allotments</b>	
27. To provide allotments where there is a proven need, improve land and let rights under S 23, 26, and 42 of the Small Holding and Allotments Act 1908. To manage through allotment associations and a coordinating body.	Committee for strategic overview and development. Town Clerk for operational Management
<b>Non-Strategic Highways and Transport</b>	
28. Power to maintain footpaths and bridleways.	Committee within Council policy Town Clerk for operational management
29. Powers to provide parking places for vehicles and cycles.	Committee within Council policy Town Clerk for operational management
30. If made available -Improve off street parking and on street parking enforcement.	Committee within policy and budget Town Clerk for operational management

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<p>31. Power to provide roadside seats and shelters.</p> <p>32. Power to enter into agreement as to dedication and widening of highways.</p> <p>33. If made available -Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A.</p> <p>34. If made available -Power to provide traffic signs and other objects or devices warning of danger.</p> <p>35. Power to plant trees and lay grass verges and to maintain them</p> <p>36. If made available -Powers relating to car sharing schemes, taxi fare concessions and information about transport; Local Government and Rating Act 1997, S26, 28, 29</p> <p>37. If made available -Power to erect flagpoles in highway land. Highways Act 1980, s144</p>	<p>Committee within policy and budget Town Clerk for operational management</p> <p>Committee within budget and policy. Town Clerk for operational management</p> <p>Committee within budget and policy Town Clerk for operational management</p> <p>Committee within policy and Budget Town Clerk for operational management</p> <p>Committee within policy and budget Town Clerk for operational management</p> <p>Committee within policy and budget Town Clerk for operational management</p> <p>Committee within policy and budget Town Clerk for operational management</p>
<p><b>Street Lighting</b> (Should Council resolve to use these powers)</p> <p>38. If made available -Power to light roads and public places. Maintenance and upgrading of Street lights. Parish Councils Act 1957 s3: Highways Act 1980, s301: Local Government Act 1972, Sched. 14 para 27</p>	<p>Committee for strategic management within policy and budget Town Clerk for operational management</p>
<p><b>Burial Facilities</b> (Should Council resolve to use these powers)</p> <p>39. If made available -Powers and duty for maintenance of closed church yards, Local Government Act 1972, S215</p> <p>If made available -Power to maintain monuments and Memorials, Open Spaces Act 1906, Sec 9 and 10; Local Government Act 1972, S214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, S1.</p> <p>If made available -Power to contribute towards expenses of cemeteries, Local Government Act 1972, S214. Power to provide Mortuaries, Public Health Act 1936, S198</p>	<p>Committee for strategic overview within budget and policy Operational management to Town Clerk</p> <p>Committee for strategic overview within budget and policy Operational management to Town Clerk</p> <p>Committee for strategic overview within budget and policy Operational management to Town Clerk</p>

<p><b>Markets</b></p> <p>40. If made available -To lead on the coordination of infrastructure improvement with markets.</p> <p>41. If made available -To oversee the power to operate and protect the town's markets under the Food Act 1984 s50-61 or Charter Rights should the Town Council deem it beneficial.</p>	<p>Strategic overview to Committee within policy and budget Operational management to Town Clerk</p> <p>Strategic overview to Committee within policy and budget Operational management to Town Clerk</p>
<p><b>Heritage</b></p> <p><del>42. To oversee the development and delivery of the Heritage Strategy and to directly or indirectly conserve the cultural heritage of the Town.</del></p> <p><del>43. If made available -To manage, preserve and promote the use of the Town's historic records, artefacts and treasures, Local Government (Records) Act 1962, ss1 and 4</del></p> <p><del>44. To support Cheshire East Council to provide an Archive Facility</del></p> <p><del>45. To act as a hub for organisations to share information on heritage and history of the Town and surrounding area.</del></p> <p><del>46-47. Research projects relating to the heritage and history of the Town and surrounding area.</del></p>	<p><del>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</del></p> <p><del>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</del></p> <p><del>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</del></p> <p><del>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</del></p> <p><del>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</del></p> <p><del>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</del></p>
<p><b>Community Safety</b></p> <p><del>47-49. To contribute to the maintenance of CCTV. (Local Government and Rating Act 1997, s31) or install and maintain.</del></p> <p><del>48-50. To support initiatives of the Community Safety Partnership and liaise with The Multi Agency Action Group.</del></p> <p><del>49. To lobby for road safety improvement schemes</del></p> <p><del>50. To liaise with the Police to reduce crime and promote crime reduction initiatives</del></p> <p><del>51. To support the maintenance of PCSOs in the Town</del></p>	<p>Committee for strategic overview Town Clerk for operational management</p> <p>Committee/Town Clerk in accordance with Council direction.</p> <p><del>Committee Town Clerk in accordance with policy</del></p> <p><del>Committee to respond to consultations</del></p> <p><del>Committee in accordance with policy Town</del></p>

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	Clerk for operational aspects
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<del>52. To support home safety initiatives in the town and work with Cheshire Fire and Rescue on fire safety initiatives</del>	<del>Committee Town Clerk in accordance with policy</del>
<b>Emergency Planning</b> 53. To support Cheshire East and, if needed, lead on preparing and implementing the Emergency Plan for the town	Committee within budget Operational management to Town Clerk

NB. Any action delegated to the Town Clerk may in his/her absence be undertaken by the Assistant Town Clerk after seeking relevant advice as necessary, if the matter cannot wait until the Town Clerk returns.



**MARKETING AND EVENTS & CULTURE  
COMMITTEE TERMS OF REFERENCE**

Approved by Council: ~~17<sup>th</sup> May~~  
~~2022~~14<sup>TH</sup> May 2024 Planned Review  
Date: ~~May 2025~~

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**110 Members of the Authority**

**Quorum = 4**

To oversee the delivery and commissioning of events in the town and to lead on the promotion and marketing of Crewe as an attractive destination for tourism, business, retail and leisure.

To build relations with stakeholders to allow a consolidated approach to the promotion of the town.

To lead on the branding and marketing of Crewe

**Meetings:** Alternative months to Council.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
<p><del><b>Public Relations and promotion of the Town Council</b></del></p> <p><del>1 To co-ordinate and promote access to Council services and public information and to advise Council on a Communications and Marketing Policy</del></p> <p><del>2 To promote the public face of the Council through the management of public and media relations.</del></p> <p><del>3 To promote implementation of the Council's policies in respect of corporate marketing and communication.</del></p> <p><del>45 To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication</del></p>	<p><del>Strategic overview to Committee</del> <del>Operational management to Town Clerk</del></p> <p><del>Strategic overview to Committee</del> <del>Operational management to Town Clerk</del></p> <p><del>Strategic overview to Committee</del> <del>Operational management to Town Clerk</del></p> <p><del>Strategic overview to Committee</del> <del>Operational management to Town Clerk</del></p>
<p><b>Promotion of the Town and strengthening communities</b></p> <p><del>56 To consider and make recommendations on the promotion of the town and t</del>To determine the Town Council's Events Programme for the coming year, or other time frame as agreed by the Council.</p> <p><del>67 To ensure and deliver an events programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors.</del></p>	<p>Strategic overview and approval of programme to Committee. Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p>

<p><del>7</del><u>12</u> To organise, or partner others to organise events which promote the Town, council services or help strengthen communities.</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p>
<p><del>8</del> To work in partnership with others to develop a Crewe Brand and culture.</p>	<p><del>Strategic overview to Committee Operational management to Town Clerk</del></p>
<p><del>9</del> Promotion and protection of the Brand image including advertising campaigns.</p>	<p><del>Strategic overview to Committee Operational management to Town Clerk</del></p>
<p><u>10</u><u>13</u> To use the opportunities provided by the Events programme to raise the profile of the Town.</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p>
<p><u>11</u><u>14</u> Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p>
<p><del>12</del> Management of the Town boundary signs, poster sites and Town Map boards.</p>	<p><del>Strategic overview to Committee Operational management to Town Clerk</del></p>
<p><u>13</u><u>15</u> To seek and maximise the benefits of external funding.</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p>
<p><u>14</u><u>16</u> To have an oversight of working groups formed to support special events <del>and promotional projects</del> and to give support and advice.</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p>
<p><b>Arts, Culture and Education</b></p>	
<p>15 Power to provide entertainment and support for the arts, Local Government Act 1972, S145.</p>	<p>Committee within policy Town Clerk for operational Management</p>
<p>16 To encourage and facilitate any opportunities to develop further the cultural, <u>arts</u>, educational and social life of Crewe's residents.</p>	<p>Committee within policy Town Clerk for operational Management</p>
<p><b>Tourism</b></p>	
<p>17 To support local tourism initiatives to promote the town of Crewe.</p>	<p>Committee within policy Town Clerk for operational Management</p>
<p><b>Heritage</b></p>	
<p><del>43. To oversee the development and delivery of the Heritage Strategy and to directly or indirectly conserve the cultural heritage of the Town.</del></p>	<p><del>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</del></p>
<p><del>44. If made available -To manage, preserve and promote the use of the Town's historic records, artefacts and treasures, Local Government (Records) Act 1962, ss1 and 4</del></p>	<p><del>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</del></p>
<p><del>45. To support Cheshire East Council to provide an Archive Facility</del></p>	<p><del>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</del></p>
	<p>Strategic overview to Committee within budget and policy</p>

<p><u>46. To act as a hub for organisations to share information on heritage and history of the Town and surrounding area.</u></p>	<p><u>Operational Management to Town Clerk</u></p> <p><u>Strategic overview to Committee within budget and policy</u></p> <p><u>Operational Management to Town Clerk</u></p>
<p><u>47. Research projects relating to the heritage and history of the Town and surrounding area.</u></p>	

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NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

**PERSONNEL SUB-COMMITTEE  
TERMS OF REFERENCE**

Approved by Council: ~~17<sup>th</sup> May 2022~~<sup>14<sup>th</sup> May 2024</sup>  
Planned Review Date: ~~May 2025~~

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<b>A sub-committee of the Finance &amp; Governance Committee</b>	
<b>7 Members of the Authority</b>	<b>Quorum = 3</b>
<b>Meetings:</b> Meetings will take place at least bi-annually in September and March. <b>Chair</b> – Chair of Finance & Governance as the responsible committee for the sub-committee.	
All non-sub-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chair’s discretion, but are unable to vote	
<b>Function of Committee Column 1</b>	<b>Delegation of Functions Column 2</b>
1. All delegated functions as set out in the Terms of Reference and Delegation of Council & Finance & Governance Committee	Sub-Committee.
2. To recommend to Council the overall Staffing structure and approval of additional posts.	None-Final approval remains with Council
3. To agree the pay scales and conditions of staff	Sub-Committee including payment of honoraria providing within agreed budget.
4. Approval of personnel policies and Employee Handbook	Sub-Committee to make recommendation to Council, including discretionary provisions of National Joint Agreement.
5. Management and Appointment of Staff (Local Government Act 1972 s112-119)	Recommend appointment of new Town Clerk to be endorsed by Council <ul style="list-style-type: none"> <li>• Selection of long list by Town Clerk with personnel assistance if appropriate</li> <li>• Selection of final short list – Chair, Deputy Chair, Mayor and Deputy Mayor</li> <li>• Final Interview – <u>3 members of the</u> Sub-Committee and Mayor</li> </ul> Appointment of other Staff Scale Point 29 and above to Town Clerk in consultation with 2 members of Sub-Committee. Appointment of Staff below Scale Point 29 to Town Clerk. Town Clerk for casual staff and temporary appointments to approved positions below Scale Point 29 Decision on whether to fill vacant positions is delegated to Town Clerk. Decision on recruitment of contract staff or interim contract staff to Sub-Committee Management of staff in accordance with Council policy, procedures and budget, including disciplinary actions, to Town Clerk.



6. Disciplinary matters under the Council's Disciplinary Procedure.	Town Clerk, including actions, sanctions and termination of employment, with permitted appeal to Appeals Sub-Committee (only members not on Personnel Committee) When in relation to the Town Clerk Personnel Sub-Committee, with appeal to Appeals Sub-Committee. Dismissal of Town Clerk to be ratified by Council
7. Determination of individual grading issues and job evaluation	Sub-Committee
8. Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	Sub-Committee (Council in case of Town Clerk) Administration of retirement in cases of permanent ill health, after appropriate medical advice via Cheshire Local Government Pensions Pensions Discretions Policies to Sub-Committee
9. Approval of job descriptions and person specifications.	Sub-Committee
10. Absence issues under the Council's Attendance Management Guidelines.	Town Clerk except Sub-Committee in the case of Town Clerk
11. Appeals Procedure	Appeals Sub-Committee.
12. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	Council
13. Competence Procedure	Town Clerk except Sub-Committee in the case of Town Clerk
14. Issue of Contracts of Employment	Town Clerk except Sub-Committee in the case of Town Clerk Model Contract approved by Committee
15. Redundancy and Redeployment.	Sub-Committee – recommending amended structure to Council
16. Monitoring Equalities Policy in relation to employment	Sub-Committee
17. Approval of Officer Codes of Conduct, supplements and Member – Officer Protocol	Council
18. Health and Safety	Sub-Committee for approval of Policy other than General Statement and organisation which are reserved for Council  Sub-Committee to oversee responsibilities for Council within budget and policy Town Clerk for routine management
19. Grievance Procedure	Town Clerk except Sub-Committee in the case of Town Clerk
20. Administration of other Personnel procedures	Town Clerk except Sub-Committee in the case of Town Clerk
21. Employee Development Review and assessment at end of Probationary period	Town Clerk for all staff, often delegated to direct manager. Mayor, Personnel Chair and one other Member of Sub-Committee for Town Clerk
22. Training and Development Plan for Officers	Town Clerk
23. To administer the Volunteers Policy	Town Clerk to administer Sub-Committee to monitor and recommend to Council



24. To administer the Child and Vulnerable Adult Policy	Town Clerk to administer Sub-Committee to monitor and recommend to Council
25. To administer the Council's Equality Policy	Town Clerk to administer for employees, services, volunteers and democratic processes Sub-Committee to monitor and recommend to Council

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her/their absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

## APPEALS COMMITTEE: TERMS OF REFERENCE

Approved by Council: ~~17<sup>th</sup> May 2022~~ <sup>14<sup>th</sup> May 2024</sup>

[Review Date: May 202~~5~~<sup>3</sup>]

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~~5-4~~ Members of the Authority, not being members of Personnel Committee.

**Quorum = 3**

**Meetings:** Meetings will take place as and when required.

Non-committee members may not attend meetings of this Committee.

**Function of Committee Column 1**

**Delegation of Functions Column 2**

1. To determine whether any appeal made by a member of staff under any of the Council's personnel policies are valid.	<ul style="list-style-type: none"> <li>• Committee,</li> </ul>
2. To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment Policies	<ul style="list-style-type: none"> <li>• Committee to determine the appeal under the appropriate procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.)</li> <li>• Committee may appoint an individual to hear an appeal</li> <li>• Only Council may uphold a decision to dismiss the Town Clerk</li> </ul>
3. To determine any appeals under the Council's Complaint Procedure which is delegated to it.	<ul style="list-style-type: none"> <li>• Committee to determine the appeal under the Procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.)</li> <li>• Committee (or appointed individual) to make redress up to the value of £500.</li> <li>• Town Clerk to make redress up to the value of £200</li> </ul>
4. To determine any appeal under Freedom of Information or Data Protection legislation.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>

# Crewe Town Council - Committee Dates 2024/25

2024																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>Apr</b>	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We APM	Th	Fr	Sa	Su	Mo PL	Tu	We	Th	Fr	Sa	Su	Mo F&G	Tu	
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<b>Aug</b>	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Tu	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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<b>Feb</b>	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo P&E	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr			
<b>Mar</b>	Sa	Su	Mo F&G	Tu PW	We	Th	Fr	Sa	Su	Mo E&C	Tu Co	We	Th	Fr	Sa	Su	Mo P&E	Tu	We	Th	Fr	Sa	Su	Mo	Tu c	We	Th	Fr	Sa	Su	Mo
<b>Apr</b>	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We APM	Th	Fr	Sa	Su	Mo P&E	Tu F&G	We	
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School Holidays
Bank Holidays
Town Council
Personnel
Finance & Governance
Planning & Environment
Events & Culture
Public Works
Community
Annual Parish Meeting
Briefing meeting