

Internal Committee Terms of Reference



The Internal Committee is a sub-committee of Middlewich Town Council with delegated authority to deal with matters related to;

- Finance (in accordance with the Financial Regulations)
- Assets
- General Operations
- Personnel and Recruitment

Membership

The committee shall consist of 8 members of Middlewich Town Council, with a quorum of 4 members. The Chairman (ex officio) and the Deputy Chairman (ex officio) Appointment to the Committee will usually take place at the Annual Town Council Meeting, but the Committee may fill any vacancies as they arise throughout the Council year.

Frequency of Meetings

Meetings shall take place on a monthly basis, save for the month of August. Additional meetings can be called by the Town Clerk or the Internal Committee Chairman should they be necessary.

The minutes of Committee meetings shall be presented to the next practicable meeting of the Council.

Appointment of Recruitment Sub-Committee

The Internal Committee can appoint a Recruitment Sub-Committee as and when necessary, which will consist of up to 5 members selected from the Internal Committee.

Chairman and Deputy Chairman

The first item of business at the May meeting in each year shall be to appoint a Chairman and Deputy Chairman of the Committee. The Deputy Chairman will automatically chair the meetings should the Chairman be unavailable.

Budget

The Committee may authorise expenditure in accordance with the budget approved by Council and in accordance with the Financial Regulations.

The Committee shall, at its October meeting annually, agree a recommended budget for the forthcoming financial year, which will be presented with a recommendation to Full Council.

Functions of the Committee

Finance

- Financial governance (including the council's Financial Regulations), general financial issues, audit arrangements (except approval of the Annual Return), banking and investment arrangements.

- The Committee has a responsibility to monitor the financial well-being of the Council and report to the next Council meeting any concerns that the council may exceed its full year total expenditure budget.
- To administer the Council's Grant Scheme in accordance with its policy.
- The Committee has delegated authority to authorise payments on behalf of the Council.
- The Committee is directed to appoint an 'Internal Audit Working Group' consisting of three members of the Committee who will undertake quarterly inspections and report their findings to the Committee. The Terms of Reference for the working group shall be an annex to the Financial Regulations and reviewed at the first meeting of the Committee each civic year when the membership of the working group shall be determined.

Assets

- The financial, general and day to day running matters of the Council's estates or interests in land or buildings except those expressly referred to any other committee

General Operations

- Matters related to the Council's day to day operations and services e.g. room and hall hire
- To oversee the use of information and other technology in support of the Council's business and service commitments.
- To oversee the Council's Health and Safety requirements and responsibilities

Personnel

- Management of staff (e.g. discipline, staff welfare, remuneration, recruitment, training etc.) Compliance with the Data Protection and Freedom of Information Acts. Councillor training and development.
- To decide upon the arrangements for the appointment and appraisal of staff, including reviewing and updating contracts.

Adopted: 2nd June 2020