

CYNGOR TREF **LLANIDLOES** TOWN COUNCIL

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Sir Drefaldwyn
Powys
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Ffôn 01686 412353



Town Hall
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LLANIDLOES TOWN COUNCIL

COMMITTEE TERMS OF REFERENCE

Council Committees

Finance, Staffing & Town Hall Committee (Quorum 3)

To appoint every 2 years, 5-7 members from the Council to sit on the Finance, Staffing and Town Hall Committee to include the Chair, Vice Chair and RFO of the Council. Non-members of the Council may be considered if appropriate but no more than two persons from outside the Council may be considered for membership.

A Chair is to be appointed every 2 years to the purposes of this Committee. The Committee will meet as and when necessary to discuss expenditure against budget and any other relevant financial matters and matters concerning the Town Hall.

No delegated authority to make decisions are granted to the Committee, except those related to preparing a draft budget in consultation with the Town Clerk and any urgent Health and Safety matters in connection with the Town Hall structure and Parks and open spaces, and urgent matters concerning tenants of the Town Hall.

Members of the Committee may vote on recommendations put to the committee.

The Committee may consider and make recommendations upon all financial matters affecting the Town Council, including the precept, budgets, accounts, payments and contracts.

The Committee will meet as and when necessary to discuss issues relating to Personnel and Staffing. Delegated authority is given to this Committee to discuss any personnel issues and make recommendations to Full Council for consideration.

The Committee will review and draft all personnel and staff related policies for adoption by the Council.

The Committee will arrange for annual Staff Appraisals to take place. Appraisals of the Staff will be undertaken by the Town Clerk as line manager and maximum of 2 other Committee members. Appraisal of the Town Clerk will be undertaken by maximum of 2 Committee members.

The Committee will submit recommendations to full Council on the establishment, engagement and dismissal of staff and for their cost effective employment and service.

The Committee will be responsible for reviewing the effectiveness of the Town Council work standards and levels of service provided, considering the need for new services and keeping existing ones under review.

The Committee will keep under review, and update where necessary, the Town Council's policies relating to recruitment and employment.

Minutes are to be taken of each meeting and distributed to Full Council for examination and approval at the Council meeting.

Adopted	10 May 2024
Updated	