

Alcester Town Council Presidium Committee Terms of Reference

Name	Presidium Committee		
Chairperson	Mayor	Facilitator	Town Clerk
Membership	Mayor Deputy Mayor Immediate Past Mayor (If Elected) Community Care Committee Chair Community Facilities Committee Chair Planning Committee Chair		
Frequency	Monthly	Duration	1 hour Approximate
Purpose	<ul style="list-style-type: none"> ○ To provide effective, efficient and professional management of all financial, staffing and procedural matters relating to the Council 		
Objectives	<ul style="list-style-type: none"> ○ To ensure that the Council acts lawfully in relation to all expenditure and maintains adequate financial controls to be accountable for audit purposes. ○ Presidium has delegated powers to consider budget proposals from each committee and set the annual council budget ○ To recommend the level of precept to Full Council for the coming year ○ To review ATC's Financial Regulations annually ○ Presidium has delegated powers to annually review the ATC insurance provision in conjunction with the Town Clerk ○ Presidium has delegated powers to carry out risk assessments in conjunction with the Town Clerk ○ Presidium has delegated powers to appoint an internal auditor, accountant or financial adviser as required and to make recommendations to Full Council ○ Presidium has delegated powers to appoint a Staffing Committee comprising the Mayor, Deputy Mayor and Immediate Past Mayor ○ To consider training for employees and councillors ○ To consider projects proposed by councillors or interest groups prior to submission to Full Council ○ To consider policies of engagement with the local community ○ To approve propositions from Committees to Full Council ○ To manage the Jubilee Centre 		
Inputs	<ul style="list-style-type: none"> ○ Minutes of last meeting ○ Reports from committee chairs ○ Reports from the Town Clerk ○ Accounts ○ Reports from Auditors ○ Report from Staffing Committee 		
Outputs	<ul style="list-style-type: none"> ○ Minutes to Full Council ○ Propositions and agenda items for Full Council 		
Version & Date	June 2019		Approved Full Council 2.7.19