

## Alcester Town Council Presidium Committee Terms of Reference

<b>Name</b>	Presidium Committee		
<b>Chairperson</b>	Mayor	<b>Facilitator</b>	Town Clerk
<b>Membership</b>	Mayor Deputy Mayor Immediate Past Mayor (If Elected) Community Care Committee Chair Community Facilities Committee Chair Planning Committee Chair		
<b>Frequency</b>	Monthly	<b>Duration</b>	1 hour Approximate
<b>Purpose</b>	<ul style="list-style-type: none"> <li>○ To provide effective, efficient and professional management of all financial, staffing and procedural matters relating to the Council</li> </ul>		
<b>Objectives</b>	<ul style="list-style-type: none"> <li>○ To ensure that the Council acts lawfully in relation to all expenditure and maintains adequate financial controls to be accountable for audit purposes.</li> <li>○ Presidium has delegated powers to consider budget proposals from each committee and set the annual council budget</li> <li>○ To recommend the level of precept to Full Council for the coming year</li> <li>○ To review ATC's Financial Regulations annually</li> <li>○ Presidium has delegated powers to annually review the ATC insurance provision in conjunction with the Town Clerk</li> <li>○ Presidium has delegated powers to carry out risk assessments in conjunction with the Town Clerk</li> <li>○ Presidium has delegated powers to appoint an internal auditor, accountant or financial adviser as required and to make recommendations to Full Council</li> <li>○ Presidium has delegated powers to appoint a Staffing Committee comprising the Mayor, Deputy Mayor and Immediate Past Mayor</li> <li>○ To consider training for employees and councillors</li> <li>○ To consider projects proposed by councillors or interest groups prior to submission to Full Council</li> <li>○ To consider policies of engagement with the local community</li> <li>○ To approve propositions from Committees to Full Council</li> </ul>		
<b>Inputs</b>	<ul style="list-style-type: none"> <li>○ Minutes of last meeting</li> <li>○ Reports from committee chairs</li> <li>○ Reports from the Town Clerk</li> <li>○ Accounts</li> <li>○ Reports from Auditors</li> <li>○ Report from Staffing Committee</li> </ul>		
<b>Outputs</b>	<ul style="list-style-type: none"> <li>○ Minutes to Full Council</li> <li>○ Propositions and agenda items for Full Council</li> </ul>		
<b>Version &amp; Date</b>	September 2020		Approved Full Council 6.10.20