

FINANCE COMMITTEE RESPONSIBILITIES

1. Arrange a meeting to elect the Chairman and review the budget shortly after the Annual Meeting of the Council.
2. Setting the yearly budget for the Town Council. **By the end of November/early December.**
3. Receiving and reviewing interim budget positions from FTC committees, to be submitted to the Clerk and Finance Committee in July, November and February.
4. Setting and renewing the Town Quay leases and licences. **By the end of February.**
5. Monitoring and reviewing the Council's Earmarked Reserves. The Chair/Committee to check Earmarked Reserves every month and as part of the budget setting process.
6. Calculating Clerks Honorarium and marking it as an Earmarked Reserve. **By end November/early December.**
7. Monitoring the Council's accounts on a regular basis. Finance Committee to be aware of the Council's accounts on a monthly basis.
8. Managing staff salaries/job descriptions/ grievances. The Finance Committee will have access to job descriptions/contracts and will review salaries/job descriptions/hours as and when necessary, but at least annually in conjunction with setting the budget. Grievances will be investigated as and when they occur.
9. Overall financial control of Town Council assets including Quay/Town Hall, Squires Field & Car Park, Town Quay and Caffa Mill toilets.
10. Receiving and reviewing Risk assessments from FTC Committees by late November, early December.
11. Appointing portfolio holders for all significant FTC responsibilities, with a remit to work closely with the Town Clerk and Chair of Finance and report back to council meetings as required:

Toilets – Portfolio holder (currently Cllr Delves)

1. Will have an overview of the income from the toilets also the cleaning and maintenance costs.
2. Damage will be dealt with appropriately and record kept of the damage.
3. Signage will be maintained as appropriate.

Squires Field – Portfolio holder (currently Cllr Berryman)

1. To negotiate leases (for FTC approval) and review the terms of all leases/licences on an annual basis.
2. To liaise closely with Cormac, Cory and the Town Clerk in respect of any contracts. Will have an overview of relevant RA's and obligations concerning safety legislation.
3. To regularly check the gates, pathways are being kept in good condition.

Town Quay Leases and Licences – Portfolio holder (currently Cllr Delves)

1. To have an overview Town Quay leases and Licences.
2. To have an overview of Town Quay Parking.
3. To have an overview of the Christmas Market use of Town Quay.
4. To have an overview of all other Town Quay uses.

