

Town Council Committee

Membership	Up to 20 Members
Reports to:	The Town Council

The executive Committee is responsible for the following functions:

- 1 Appoint Mayor and Deputy
- 2 Power to issue precept
- 3 Approve budget
- 4 Consider Audit reports
- 5 Consider Annual reviews of standing orders, finance regulations, Committee and Council structures and Terms of Reference
- 6 Approve schedule of projects submitted by Finance & Projects Committee.
- 7 Appoint Co-opted members
- 8 Appoint members to serve on Committees & outside bodies
- 9 Borrowing money
- 10 Changes to Code of Conduct
- 11 Receive reports from representatives on outside bodies
- 12 Matters of major importance or concern
- 13 Community Resilience and Civil emergency
- 14 Disposal of land
- 15 Decide appropriate Committee for outside bodies to report to
- 16 EALC
- 17 Larger Local Council's Forum
- 18 Receive reports from outside bodies.

Agendas and minutes will be provided to all Town Councillors, City Councillors and County Councillors representing South Woodham Ferrers.

Finance & Projects Committee

Membership	Up to 14 Members (Mayor and Deputy Mayor must be members)
Reports to:	The Town Council

The executive Committee is responsible for the following functions:

Issues in and around South Woodham Ferrers relating to the following:

- 1 Manage and approve grants
- 2 Town Council disposal of assets (exc land and buildings)
- 3 Annual Budget and precept setting, preparation for Full Council approval in conjunction with Committees
- 4 Consult with local residents and relevant organisations on local projects requiring funding and recommend priorities to Council
- 5 Recommend appointing of bankers to Council
- 6 Approve (or consider) committee expenditure beyond their budgets and review all reserves
- 7 Champions Manor Hall
- 8 Recommend investments and borrowing to Council
- 9 Consider and approve on all expenditure for projects or events where single ticket exceeds £25,000.00
- 10 Setting of fees for Town Council owned assets
- 11 Approve Town Council Contribution towards Swimming pool costs
- 12 Receive reports from outside bodies
- 13 Committee to review financial regulations to be recommended and approved at Council

Agendas and minutes will be provided to all Town Councillors, City Councillors and County Councillors representing South Woodham Ferrers.

Events, Community and Leisure Committee

Membership	Up to 14 Members
Reports to:	The Town Council

The executive Committee is responsible for the following functions:

- 1 The Bandstand.
- 2 Development of Leisure and community facilities provided by Chelmsford City and Essex County Council
- 3 Community activities operated by the Town Council or within Town Council owned property and open spaces.
- 4 Development and support of local leisure and sporting activities
- 5 Provision of Community Christmas Fayre
- 6 Provision of all other Community events
- 7 Community health matters
- 8 Receive reports from outside bodies

Agendas and minutes will be provided to all Town Councillors, City Councillors and County Councillors representing South Woodham Ferrers.

Planning and Environment Committee

Membership	Up to 14 Members
Reports to:	The Town Council

The executive Committee is responsible for the following functions:

Issues in and around South Woodham Ferrers relating to the following:

- 1 Signpost resident's concerns on highways and public transport issues
- 3 Local signage and information boards
- 4 Management & Improvement of Town Council owned open spaces and Town signs.
 - 4.1 Garden of Remembrance.
 - 4.2 Millennium Place and the Town Sign.
 - 4.3 Woodham Fenn.
 - 4.4 Collingwood Pond
- 5 Street Furniture and floral displays (both Town Council owned land and non - Town Council land)
- 6 Support for environmental initiatives and enhancements
- 7 Consider and comment on plans, dev briefs, tree applications within and around SWF
- 8 Respond to any issues regarding development of land and property within and around SWF.
- 9 Manage and update Neighbourhood Plan and recommend any changes to Full Council for consideration
- 10 Consider and comment on all large – scale consultations or public/private infrastructure proposals
- 11 Receive reports from outside bodies

Agendas and minutes will be provided to all Town Councillors, City Councillors and County Councillors representing South Woodham Ferrers.

Staffing Committee

Membership	5 Members comprising of the Town Mayor, the Deputy Town Mayor and 3 other members from other committees
Reports to:	The Town Council

It shall meet at least twice a year and extra meetings may be called if required. All meetings will be in closed session.

Three members shall constitute a quorum.

This Staffing Committee shall be responsible for the following functions:

- 1 To establish and keep under review the staffing structure.
- 2 To draft, implement, review, monitor and revise policies for staff.
- 3 To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
- 4 To oversee the recruitment and appointment of staff.
- 5 To arrange execution of new employment contracts and changes to contracts and renew annually.
- 6 To establish and review performance management (including annual appraisal) and staff training programmes for staff.
- 7 To oversee any process leading to dismissal of staff (including redundancy).
- 8 To keep under review staff working conditions, and health and safety matters.
- 9 To monitor and address regular or sustained staff absence.
- 10 To make recommendations on staffing related expenditure to the Town Council.
- 11 To consider any appeal against a decision in respect of pay.
- 12 To consider a grievance or disciplinary matter. If an appeal is submitted the Staffing Committee has the power to create a Staffing Sub-Committee to consider the appeal.

Guidelines for Members on confidentiality issues

It is noted that much of the work may require particular attention to the confidential and sensitive nature of the issues being discussed. Members of the Sub Committee will need to complete their work with particular reference to the Data Protection Act 1998 and the Public Bodies (Admission to Meetings) Act 1960.

Financial Risk Assessment

Subject	Risk	Impact	Control Measures	Comments/Recommendations
Loss of monies/goods	Low	Medium	Robust systems for tracking and accounting for income. Processes subject to regular independent audit review. Insurance cover provided for Council monies. Effective asset/inventory lists maintained and regularly checked. At present cash is accepted for Film Club and Toddler Group and adhoc events.	As recommended by Internal Audit and agreed at the Finance & Projects meeting 14/6/22 the Town council will move from a cheque-based payment system to a bacs payment system through Unity Trust (the Councils bank) operate a secure dual authorisation system.
Fraudulent cheque payments	Low	High	Payments only authorised by nominated elected members. Effective systems to account for payments. Bank transactions subject to monthly reconciliation and periodic inspection by independent audit.	
Bank error	Low	Low	Bank statements regularly checked and subject to periodic sampling by independent auditor	
Maintaining value for money with goods/services purchase	Low	Low	Procedures to market test purchasing provided for within the adopted Financial Regulations. Larger contracts/purchases subject to detailed review by elected members	
Cash flow management	Low	Medium	Cash levels subject to continuous review including the level of available reserves. Financial information systems assist in tracking anticipated expenditure and income. VAT refund applications are completed each quarter. The Council's financial information system is able to process data for VAT refunds.	

Freedom of Information and Data Protection	Low	Medium	<p>The Town council has the following documents in place:</p> <ul style="list-style-type: none"> • Privacy policy • Data protection policy • Document retention policy <p>Insurance is regularly reviewed with an annual update of the Schedule completed each year. Staff receive regular advice from insurers and LCAS.</p> <p>Insurance policy is reviewed:</p> <ul style="list-style-type: none"> • Annually • When assets are purchased or disposed of • Changes in business activity changes which has an implication on insurance provision. <p>Details of insurance are subject to review both by elected members and by the Council's auditor.</p>	
Insurance provision	Medium	High		
Payroll and pension systems	Low	Medium	<p>Specialist contractors are used to provides payroll and pension services. All documents are forwarded in a format which cannot be amended by The Town Council. Review/reconciliation of pensions completed by Essex County Council. All payroll and pension systems are subject to regular review by the Council's auditor.</p>	
Ultra Vires expenditure	Low	Medium	<p>Experienced and qualified (CiLCA) staff are employed to assist the Council with help manage this risk. The Council now has extensive</p>	

			opportunities now it has adopted use of the General Power of Competence (Localism Act 2011).	
Unexpected major costs or loss of income	Low	High	<p>Risk management approach is adopted by the Council. Significant levels of reserves are maintained by the Council for contingencies.</p> <p>Insurance is provided for loss of business and business income.</p> <p>Earmarked Reserves are maintained for a number of key services that will/may require significant investment to maintain. This provides the opportunity to spread anticipated costs over a number of years.</p>	
Effective budget setting	Low	High	<p>A well-structured approach is in place for the setting of budgets and calculation of precepts that includes both reference to performance in previous and current years and ensures that the Council's Committees can consider both ongoing costs and income as well as identify supported projects/service developments in the year ahead.</p> <p>Final budget setting by the full Town Council is at a subsequent meeting in public scheduled to coincide with the billing authority's timescales to ensure Precept demands are provided in good time.</p>	

Completed by:	Mrs K Atkins, Acting Town Clerk
Date:	15 June 2022
Review date:	15 June 2023

Adequate and effective system of Internal Control and Internal Audit

In line with the Regulation 6 of the Accounts and Audit Regulations 2015

The Council's internal controls include the following:

- Safe and efficient arrangements to safeguard public money
- Regular scrutiny of financial records and proper arrangements for the approval of expenditure
- Recording in the minutes the precise powers under which expenditure is being approved
- Regular employer returns to HM Revenue and Customs
- Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary
- Regular budget monitoring statements
- Procedures for dealing with and monitoring grants or loans made or received
- Minutes properly numbered and paginated with a master copy kept in safekeeping
- Documented procedures to deal with enquiries from the public
- Documented procedures to deal with responses to consultation requests
- Documented procedures for document receipt, circulation, response, handling and filing
- Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received
- Adoption of codes of conduct for members and employees

Internal Audit Assurance:

Internal audit testing may include:

- Review of the internal controls in place and their documentation
- Review of the minutes to ensure legal powers in place, recorded and correctly applied
- Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions

Review date: June 2022

Next review: February 2023

- Review and testing of arrangements to prevent and detect fraud and corruption
- Testing of disclosures
- Testing of specific internal controls and reporting findings to management

Independence

The present Internal Auditor is Heelis & Lodge.

- they are completely independent of the Town Council
- they play no part in the Council's management, control or decision making.
- they are a professional company with experience of local government and a good understanding of local councils
- they have no input into other Council financial matters e.g. accounting, financial statements, annual return (other than signing Section 4, Annual Internal Audit Report)

Competence

After each visit the Internal Auditor submits a report which is considered by the Policy and Resources Committee, actioned where appropriate and recorded in the minutes. The Town Council has been fully satisfied with the independent services provided by the Internal Auditor.

The review of the effectiveness of the system of internal audit should be carried out annually by the Policy and Resources Committee.

Review date: June 2022

Next review: February 2023