



Agenda Item 16

Annual Council Meeting 13 May 2026

Town Clerk and Responsible Financial Officer

APPOINTMENTS TO COMMITTEES

1 To adopt a Committee structure as set out below. If members are mindful of adopting the Committee structure as detailed below, then it will be necessary to confirm the Terms of Reference and appoint the membership. In accordance with Standing Orders the Mayor and Deputy Mayor are voting ex-officio members of all Committees. *(existing members are included)*

FINANCE AND GENERAL PURPOSES COMMITTEE - 8 members including 2 ex-officio
(Councillor, J Shallcross Chairman, Cllrs, B Gregory, E Gregory, R Lloyd, R McKeown, M Robinson (Ex-officio Members)

2 Terms of Reference

- to report to the Council, at least four times each year on all matters relating to the financing of the Council including budget provision and financial management
- to be responsible for the inspection of the Council's accounts and financial records
- random checking of invoices and to generally provide an internal audit service in respect of the Council's financial transactions.
- to consider, on behalf of the Council, any other urgent matters that might fall outside the normal Council meeting cycle.

ENVIRONMENTAL AND REGENERATION COMMITTEE - 8 members including 2 ex-officio
(Councillors A Roberts, Chairman, E Gregory, R Lloyd, M Robinson, J Shallcross, and K Shallcross (Ex-officio Members) (one vacancy)

3 Terms of Reference

- to report to the Council on all matters relating to regeneration of the Town including observations on planning applications and where necessary, because of urgency, to have delegated power to act on such applications; to liaise with the relevant bodies and consider any planning matters as they affect Saltney.
- to be responsible to the Council for the preparation of the Business Plan
- to report to the Council on all matters affecting the Environment of Saltney including anti-social behaviour and Emergency Planning and flood prevention

STAFFING COMMITTEE - 5 including 2 ex-officio.

(Councillor B Gregory, A Roberts, J Shallcross and K Shallcross (Ex-officio Members)

4 Terms of Reference

- To establish and keep under review the staffing structure of the Town Council and to make recommendations for any changes to the Town Council.
- To draft, implement and review, monitor and revise policies for staff.
- To establish and review salary pay scales and to be responsible for their administration and review.

- To oversee the recruitment and appointment of staff.
- To arrange the execution of new employment contracts and changes to contracts.
- To establish and review performance management (including annual appraisals) and staff training programmes.
- To oversee any process leading to dismissal of staff (including redundancy).
- To keep under review working conditions and health and safety matters.
- To monitor and address regular or sustained staff absence.
- To make recommendations on staffing related expenditure to the Town Council.
- To consider any appeal against a decision in relation to pay.
- To consider a grievance or disciplinary matter (but not appeal stages which will be dealt with by the Appeals Committee).
- To supervise and performance manage the Clerk's work, to administer leave requests, record and manage absences and handle grievance and disciplinary matters and pay disputes.

It is suggested that those items emboldened might usefully be delegated to the Committee without a requirement to gain specific approval.

RECOMMENDED: That

Members be asked to make the necessary appointments to the Town Councils Committees for 2026-27 as detailed in the report.