

Resources Committee Terms of Reference

Prime Objectives

To manage the Council's budget and finances effectively, to ensure that good financial practice is followed, and that the Council's resources are effectively deployed. To ensure the good management of all personnel matters for the Council, including performance management, and training and development for staff and councillors

Membership and Frequency of Meetings

The Committee comprises 6 voting members of the Town Council. The Quorum for this Committee shall be 3 members.

Members of the public may be asked to report on an item to this committee.

The Resources Committee will meet monthly as required based on the business to discuss.

Delegated Business

The Committee has delegated authority and responsibility to deal with the following matters to conclusion, in line with the agreed budget:

FINANCIAL ITEMS

- Consider and give views on the Budget and Precept for the following municipal year and recommend to Council.
- Regularly review the financial status of Council, referencing expenses and income in conjunction with the Budget. To make recommendations to Council on virement of budget.
- To approve expenditure up to £5000.
- To review Banking arrangements and make recommendations to Council.
- To review all statutory compliance.

LEGAL, STATUTORY and STRATEGIC ITEMS

- To consider legal policies and make recommendations to Council.
- To consider and make recommendations to Council on key financial policies including Insurance, Asset register, Financial Regulations, Risk Managements and Internal Controls.
- To decide the development of facilities in areas such as IT and Technology.
- To consider and make recommendations to Council regarding future projects bringing resources to the Town.
- To consider any item as deemed appropriate by Council.

STAFFING MATTERS

The Committee will have delegated responsibility to:

- Consider and determine the staffing structure and review and oversee the appointment of staff.
- Review and monitor contracts and salary pay scales.
- To consider the recommendations from the Staffing Sub-committee.
- To consider and review employment related policies.
- To consider and decide on programmes of training and development for Staff and Councillors

Adopted: _____