Policy and Resources Committee
Terms of Reference & Delegation

Composition: 12 Elected Members.

Purpose

1. To ensure that the resources of the Council are used in the most effective and transparent (where possible) way to help deliver the policies and planned actions of the Council.

2. To ensure policies and working practices of the Council are designed to minimise and where possible avoid risk.

Responsibilities

1. To develop and review the strategy of the Council, identify the vision, aims and objectives and present these within the Town Strategy.

2. To ensure all strategies, policies and procedures are undertaken in accordance with statutory and legislative requirements.

3. To keep under review the policies and resources of the Council in relation to all services and to advise the Council on the future developments of existing services or the introduction of new services.

4. To make recommendations to the Council or the relevant Committee on urgent matters, notwithstanding that they fall within the powers and duties of one or more other committees.

5. To make recommendation to the Council on the annual financial estimates and the Council's precept as to how these should be determined consistently with the Council's general priorities and policies.

6. To make recommendations to the Council on the capital programme – content, phasing and monitoring.

7. To consider and make recommendations to the Council or the relevant Committee on any urgent policy documents received from other organisations affecting the area.

8. To consider and make recommendations on all matters affecting its scheme of administration (e.g. Standing Orders, Financial Regulations, Scheme of Delegations) and the procedures applying to the Council and its committees.

9. To develop strong links with other organisations and oversee any formal partnering agreements.

10. To have the direction and control of insurance in respect of the Council's property, Members and employees.

11. To regularly review the Council's treasury management activities and supervise the investment of funds within the Council's control.

12. To determine and periodically review, the overall strategic asset management priorities on a medium-term basis and long-term basis by maintaining an asset management plan.

Governance

1. The Committee will make decisions by majority vote. In the event of a tie the Chair will have a casting vote. The quorum for the meeting is one third of the voting members, which includes the Chair (4).

2. The Committee Chair and Vice-Chair to be elected at the Annual Town Council meeting in May annually.

3. The Committee should meet at least four times per year.

4. The Committee can appoint a Task and Finish group as necessary to carry out detailed work on policies.

5. The Committee reports the minutes to the Full Council, subject to the scheme of delegation.

6. The Committee is authorised to incur expenditure on behalf of the Town Council (where provision has already been provided within the revenue budget) on matters connected to its role and responsibilities.

7. The Town Clerk is authorised to take the appropriate action(s) to implement the decision(s) made by the Committee.

Dated: 17 JULY 2023