

LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin
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Address: The Village Hall, Pepper Street
Lymm WA13 0JB



Resources Committee Terms of Reference

1. Committee Membership

- 1.1. The committee will comprise of not less than five members of the Parish Council who are all elected annually by Full Council during the May meeting.
- 1.2. The Council will appoint a Chairman at the first meeting in May each year.
- 1.3. A Chairman shall serve no more than 3 consecutive years.
- 1.4. In the event of the Chairman's absence the members of the committee present will appoint a Chairman at the beginning of the meeting.
- 1.5. The Committee cannot appoint non-Councillors as Committee Members.
- 1.6. Each meeting requires a quorum of 3 Members.

2. Legal

- 2.1. The Resources Committee is constituted as a Standing Committee of Lymm Parish Council.
- 2.2. The Committee will operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.

3. Meetings

- 3.1. There will be a minimum of four meetings in any financial year and the date for the next meeting will be set at the end of each meeting, but additional meetings may be called as the RFO and Committee Chairman feel necessary.
- 3.2. Draft Minutes of all meetings are to be forwarded by e-mail to members of the Committee as soon as practicable following the meeting.

4. Purpose

- 4.1. The Resources Committee is not a decision-making body, but is able to, advise and make recommendations to the Parish Council regarding financial matters and matters relating to the village hall.
- 4.2. To set and monitor the overall financial performance of the budget against estimates (capital and revenue).
- 4.3. To ensure the implementation of any measures recommended by the Internal and External Auditors.

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- 4.4. To ensure the village hall operates safely, legally and to monitor the income and expenditure of the asset and monitor all other assets.
- 4.5. To submit recommendations on the above, where applicable, to Full Council.
- 4.6. The Committee is tasked with reviewing a budget for each financial year and submitting the budget for approval to the Full Council Meeting no later than November each year.
- 4.7. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
- 4.8. To monitor and review policy regarding financial procedures including banking arrangements and make recommendations to the Council when necessary.
- 4.9. To monitor quarterly actual payments and receipts against budgeted payments and receipts.
- 4.10. To review the Council's Financial Regulations at least annually and make recommendations to the Council when necessary.
- 4.11. To ensure that the Council receives reports at each of its meetings on the progress of actual expenditure compared with budget.
- 4.12. To review, in consultation with the Chairman of the Committees of the Council, the Chairman of the Council, the Parish Clerk/ RFO, the detailed budget of the Council and to recommend to the Council the annual budget and the annual precept to be levied for the Parish.
- 4.13. To review and make recommendations to the Full Council for grant applications.
- 4.14. To establish, effect and periodically review a clear policy for grant administration should The Council resolve to change the current policy.