



## **Resources Committee Terms of Reference 2023-24**

### **1. Committee**

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

### **2. Membership**

- 2.1. 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.
- 2.2. The Council will appoint a Chairman at the first meeting in May each year.
- 2.3. A Chairman shall serve no more than 3 consecutive years.
- 2.4. In the event of the Chairman's absence the members of the committee present will appoint a Chairman at the beginning of the meeting.
- 2.5. The Committee cannot appoint non-Councillors as Committee Members.
- 2.6. Each meeting requires a quorum of 3 Members.

### **3. Frequency of 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 Clerk and Responsible Financial Officer and Committee Chairman feel necessary.
- 3.2. Agenda must be prepared and distributed with 3 clear days' notice.
- 3.3. 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. Voting at Meetings**

- 4.1. Only designated Committee members are allowed to vote at meetings. Ex-officio Councillors are able to participate but cannot vote.

### **5. Interests of Members**

- 5.1. If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.
- 5.2. If a Member has declared an interest then considers the interest to be prejudicial, they must withdraw from the meeting during consideration of the agenda item to which the interest relates.

### **6. Purpose – General Delegated Powers**



6.1. Members will be advised by the Clerk to the Council whether or not a particular item under discussion is within the committee's delegated powers or is a matter that has been delegated by Full Council. If it is within delegated powers the minute will record the decision as **Resolved**. If not, then the minutes will record the decision as **Recommended** and it will be brought to the attention of the Council for decision when tabling the committee minutes.

## 7. Purpose – Specific Delegated Powers

- 7.1. 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.
- 7.2. To set and monitor the overall financial performance of the budget against estimates (capital and revenue).
- 7.3. To ensure the implementation of any measures recommended by the Internal and External Auditors.
- 7.4. To ensure the village hall operates safely, legally and to monitor the income and expenditure of the asset and monitor all other assets.
- 7.5. To submit recommendations on the above, where applicable, to Full Council.
- 7.6. 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.
- 7.7. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
- 7.8. To monitor and review policy regarding financial procedures including banking arrangements and make recommendations to the Council when necessary.
- 7.9. To monitor quarterly actual payments and receipts against budgeted payments and receipts.
- 7.10. To review the Council's Financial Regulations at least annually and make recommendations to the Council when necessary.
- 7.11. To ensure that the Council receives reports at each of its meetings on the progress of actual expenditure compared with budget.
- 7.12. 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.
- 7.13. To review and make recommendations to the Full Council for grant applications.
- 7.14. To establish, effect and periodically review a clear policy for grant administration should The Council resolve to change the current policy.

## 8. Review of the Terms of Reference



8.1. Terms will be reviewed at the Annual Parish Council meeting in May or before if required.

## **9. Admission of the public and press**

9.1. The Public and Press may be admitted to all meetings. If required they may be temporarily excluded by means of a special resolution as follows: “In accordance with the Public Bodies (admission to Meetings) Act 1960 and the Local Government Act 1972, ss100 and 102, the following agenda items are likely to be considered with members of the public and press excluded from the meeting for the reason that the nature of the business being discussed is of a confidential nature and that matters appertaining to the employment of staff are confidential.”