



DANBURY PARISH COUNCIL

Parish Office

The Old School House, Main Road, Danbury

Chelmsford, CM3 4NQ

Tel: 01245 225111 Email: parish.council@danbury-essex.gov.uk

RESOURCES COMMITTEE

TERMS OF REFERENCE

Members

- The Chairman and Vice Chairman of the Council are ex officio members of all committees and have voting rights;
- The Committee shall entirely consist of Councillors (as per Local Government Act 1972 Section 102 (3));
- The membership shall consist of the Chairman of Environment and Facilities along with up to 3 other Councillors;
- Members of the Committee are established at the Annual Parish Council Meeting;
- Councillors may join during the year if authorised by the Parish Council to fill any vacant positions;
- The Chairman of the Committee shall be appointed at the first meeting of the Committee following the Annual Parish Council meeting;
- The Vice Chairman of the Committee shall be appointed at the first meeting of the Committee following the Annual Parish Council meeting or as soon as reasonably practicable;
- Three Members of the Committee shall constitute a quorum for meetings.

How Often Meetings Held

Meetings are held once a month with exclusion of August.

Prime Objectives

The Committee has ultimate responsibility to ensure financial balance and probity of the Parish Council.

To supervise the financial planning activities of the Council as a whole. To ensure that the actions taken by the Council do not contravene statute or any other financial regulations. These objectives should be achieved within the constraints of the annual budget and in accordance with Parish Council Financial Regulations.

To review Standing Orders, Financial Regulations and Risk Management Strategy, making recommendations to Council on the same.

To recommend the level of staffing resources to the Parish Council together with matters relating to terms and conditions of employment, and basic level of salaries as per staff pay review procedure

Decision/Delegated Powers

Financial

1. To regulate, manage and control the finance and resources of the Parish Council, including the recommendation to Parish Council of the annual budgets and precept by the end of November;
2. To review the expenditure on capital schemes and all budgets;

3. To provide guidance and monitoring to Committees and Council on overall levels of income and expenditure in accordance with authorised budgets;
4. To consider and where appropriate, authorise any requests for supplementary expenditure from spending committees;
5. To maintain a financial register of assets and property belonging to the Council;

Audits and Risk

6. To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances, resources and other information;
7. To receive the annual Statement of Audited Accounts and the reports of both the Internal and External Auditors and make recommendation to the Council on any action required;
8. To review and ensure sufficient insurance of its properties and liabilities;
9. To take steps to identify and update key risks facing the Council and to decide upon appropriate measures to avoid, reduce or control those risks or their consequences;

Staffing Matters

10. To ensure the Council complies with all legislative requirements relating to the employment of staff; and where appropriate to deal with matters relative to the Council's grievance and disciplinary procedures;

Grants

11. To consider applications for grants in accordance with the Council's grant policy and make recommendation to the Council;

General

12. To review and approve financial costs to changes to the Council website;
13. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
14. Where appropriate review and recommend policies relating to environmental matters to the Parish Council.