Town Council of Newtown and Llanllwchaiarn

TOWN COUNCIL OFFICES,
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Town Clerk: E J Humphreys

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Clerc Y Dref: E J Humphreys

Cyngor Tref y Drenewydd a Llanllwchaearn

Terms of Reference – Resources Committee

Purpose of this Committee

The purpose of this Committee is to carry out the operational, but not strategic, matters in its areas of responsibility and other matters as may be referred to it from time to time by the Council. Operations may involve the use of CCTV under the auspices of Full Council.

The matters referred to this Committee are:

- Finance Management
- Oversight of Staff Management
- Assets and Estate
- Equipment/Plant/Vehicles
- Buildings & Property & Leases
- Insurance arrangements appropriate for the corporate risk assessment
- Community Fund
- Information & Data Management and their Security
- Engagement & Communications
- Oversight of Press and Publicity in general insofar as being a resource of the council
- Office Management
- Robert Owen Museum Lease
- Participatory Budgeting (currently dormant).

Delegated Powers & Responsibilities of this Committee

Notwithstanding matters reserved to the council or delegated to other Committees or to the Proper Officer, the delegated powers and responsibilities of this committee are:

1. The Resources Committee will have powers to commit spend within its own budget level supplemented by tolerances set as a by Council from time to time any expenditure beyond tolerances will be referred to Full Council.
2. To draft a Resources Committee Budget in accordance with the budget setting cycle and to recommend to Council
3. The Resources Committee will prepare, present and recommend to Full Council for approval
    a. The Annual Budget for the Council
    b. Recommendations for the precept

   c. The closure of final accounts before audit for each financial year.
4. The Resources Committee will monitor the income and expenditure of the Council monthly in relation to the approved budget set by council.
5. The Resources Committee will review the detail of the following and present its recommendations and findings to the Council on:
   a. Council Budget monitoring
   b. Grant application for money to the Council
   c. Loans to be sought by the council
   d. Procurement activities
   e. Requests for Virement or Budget overspend within certain limits set by policy.
6. The Resources Committee will be responsible for oversight of all employment and personnel issues relevant to staff employed by the Council, and delegate the management of this to the head of service (the Town Clerk).
7. The Resources Committee will be responsible for oversight of all staff appraisal, training, grievance and disciplinary, and job evaluations are carried out, and delegates the management of this to the Head of Service (the Town Clerk).
8. The Resources Committee will be responsible for oversight of the asset register, and delegates the management of this to the Responsible Finance Officer.
9. The Resources Committee will be responsible for oversight of the maintenance of the assets and estate of the council, and delegates the management of this to the Operations Manager.
10. The Resources Committee will be responsible for oversight of the maintenance of the leases and for arranging insurance of the assets and liabilities and delegate the management of this to the head of service (the Town Clerk and Responsible Finance Officer).
11. The Resources Committee will be responsible for certain aspects of engagement and communications,
    - Monitoring of effectiveness
    - Decisions regarding communications-related assets such as the website and digital noticeboards
    - Any communications and engagement related project work
    - Reviewing communications related policies.
12. The Resources Committee will consider publicity as it pertains to the work of this committee, the responsibility for which is delegated as an operational matter to the Town Clerk.
13. The Resources Committee may also consider any other matter within its remit which may be referred to it from time to time by the Full Council.
14. To refer back and to recommend to Council with all relevant information any matter which by resolution of the committee for a stated reason, should be determined by Council as a whole.
15. To release back to Council any matter with all relevant information which by resolution of the council for a stated reason, should be determined by Council as a whole.

Membership
(standard across all operational committees)

16. Membership of the Committee will be appointed by the Council and to be at least three Councillors.
17. The quorum for the Committee is three Councillors or 50% of the Committee whichever is the greater and be present at the meeting.
18. The Chair will be elected at the first meeting of the Committee after the Town Council Annual Meeting.
19. A Vice Chair will be elected as soon as possible after the Town Council Annual Meeting.

20. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.

Operations
(standard across all operational committees)

21. The Resources Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Town Council Annual Meeting.
22. The Committee will meet as set out in the schedule of meeting dates adopted at the Town Council Annual Meeting.
23. An Officer delegated by the Proper Officer of the Council will support the Committee. The agenda will be published, with items to be discussed listed, three clear working days in advance of the meeting.
24. Minutes will be taken and distributed, and agreed at the next Committee meeting.
25. Members of the Committee may vote on resolution put to the committee.
26. All meetings of the Committee shall be open to the public, except that the Committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation e.g. discussions which directly affect an employee of the Council and could be deemed confidential.