

Resources Committee Terms of Reference

This document supersedes any previous Terms of Reference agreed for this Committee

Constitution

To comprise of unlimited members including a Chairman, Vice-Chairman.

The Chairman of the Council will be an ex-officio member.

Membership must be derived from Councillors of Syston Town Council.

Membership of the Committee to be reviewed annually at the Annual Meeting of the Council.

Chair and Vice Chairmanship of the Committee to be reviewed annually at the first meeting after the Annual Meeting of the Council.

Quorum is 50% of membership and no less than three.

Structure

The administrative duties and the taking of minutes of the meetings will be resourced by Officers of the Council.

The Chairman will co-ordinate all meetings, and decisions made will be based on a majority vote by members; if an equal number of votes is declared, the Chairman has the casting vote.

Purpose

- To provide a **strategic role** in the sharing of independent and impartial advice on issues relating to finance, personnel and the management of the Community Centre
- To receive reports from Officers on finance, staffing structure, PDRs and conditions of service
- To advise Officers on financial matters, staffing matters generally, salaries and to ensure that employment policies are followed
- To review and make recommendations to Full Council on the Financial Regulations
- To review the draft Rolling Capital Expenditure Plan and make recommendations to Full Council
- To review performance against budget
- To review and make recommendations to Full Council on Expenditure Requests for other Committees
- To make recommendations to Full Council on significant expenditure on new initiatives
- To propose options for timely actions to mitigate risks to satisfactory financial performance
- To identify priorities for additional expenditure or for savings
- To review and make recommendations to Full Council on Treasury Management
- To review and make recommendations to Full Council on Financial Risk Assessment
- To review and make recommendations to Full Council on the Annual Audit Timetable
- To receive the Internal Auditors Report
- To receive the External Auditors Report
- To review and make recommendations to Full Council on the Draft Final Budget
- To review and make recommendations to Full Council on the Precept and Council Tax Rate
- To review and make recommendations to Full Council on the Annual Governance Statement

- To review and make recommendations to Full Council on the Annual Return and Accounting Statements
- To receive and monitor the Action Plan from the Health and Safety Audit
- To review and make recommendations to Full Council on pricing structure for room rental at the Community Centre
- To review and make recommendations to Full Council on the maintenance and up-keep of the Community Centre
- To monitor the financial needs for the agreed areas of responsibility and make recommendations to Full Council relating to the annual budget for this Committee
- working within the constraints of the budget set and agreed for this Committee
- To monitor and review the Council Pension Scheme

All decisions made will be influenced and proposed at official meetings only; not outside of a meeting

Members must adhere to the Councillors Code of Conduct and Standing Orders at all times

Frequency of Meetings

The Committee will meet monthly or more often if necessary.

Review

Terms of Reference will be reviewed annually at the first meeting following the Annual Meeting of the Council.