



IRTHLINGBOROUGH TOWN COUNCIL

TERMS OF REFERENCE – POLICY AND RESOURCES COMMITTEE

Terms of Reference

- 1.0** Membership shall comprise six Members of the Council. The Town Mayor will be ex-officio
- 2.0** Four members shall constitute a quorum.
- 3.0** To make recommendations about priority areas of Council activities thought to be in need of review
- 4.0** To consider insurance, banking and miscellaneous financial arrangements of the Council
- 5.0** To elect a Chairman and Vice Chairman for each Civic year
- 6.0** To ensure efficient economic and effective use of Council's resources
- 7.0** To consider the annual expenditure plans for the Council and make recommendations for the setting of the Council's precept
- 8.0** To consider finance and budgetary control issues
- 9.0** To keep under review the organisation and management process of the Council
- 10.0** To consider the appropriateness of incurring expenditure on new initiatives and strategies
- 11.0** To give advice about future strategies and objectives of the Council including the potential effects of plans by other Councils
- 12.0** To formulate a long-term strategy and present this to council for adoption
- 13.0** To carry out regular examinations of accounts
- 14.0** To carry out internal control checks of financial matters
- 15.0** To elect a Chairman and Vice Chairman for each Civic year

DELEGATED POWERS

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

1.0 To the Committee

- 1.2 To establish and maintain a financial management system such as will comply with the relevant requirements of the Governance and Accountability in Local Government in force from time to time and in accordance with the Council's levels of income and expenditure.
- 1.3 To maintain an up-to-date Register of Assets of the Council's property and investments.
- 1.4 To maintain proper and adequate insurances and indemnities for the Council's activities, liabilities, properties, assets and employees.
- 1.5 To invest the Council's balances in a manner such as will attract a reasonable return in circumstances with only low risk potential.
- 1.6 To establish and maintain a system of Internal Audit of all the Council's activities.
- 1.7 To receive, consider and approve the Internal Auditor's Report and to take such action as may be necessary to comply with the Internal Auditor's recommendations.
- 1.8 To form a Working Party to review the Terms of Reference of the Council's Committees on an annual basis to report back to the Annual Meeting of the Council in May each year.
- 1.9 To consider all applications for financial assistance and to have regard to all applicants' latest examined accounts and statements of balances before determining such applications.
- 1.10 To review from time to time the Council's system of making grants or financial assistance and to recommend changes where necessary.
- 1.11 To monitor the effects and implications of new legislation or best practice and to consider the implications and implementation thereof

2.0 To the Mayor and Deputy Mayor.

- 2.1 Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Mayor and Deputy Mayor in conjunction with the Town Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of the Council

Responsible Officer	Town Clerk	Date effective from	July 2017	Review date	May 2021
Author	Town Clerk	Date last amended	May 2020		