



## **Resources Committee Terms of Reference**

All Working Groups and outside bodies asking for DPC resources should pass reports to this committee for Financial and other Resource comments before full Council can make any decision about whether the proposal can be included. This information to be provided so that it can be considered for inclusion in the precept in November where possible.

1. The Committee will comprise up to 6 councillors and the Chairman of Council ex officio, with a quorum of 3 members. The RFO, or another member of staff, must attend all meetings.
2. A Chairman shall be elected at the first meeting following the Annual Parish Council Meeting.
3. The Committee will meet monthly at 7pm on the Wednesday preceding full Council.
4. The minutes to be circulated within 7 days of the meeting.
5. The Committee will make recommendations to full Council for all its resource requirements: resources include finances, land and property, procurement (including contracts) and financial implications of employment issues.
6. The Committee will recommend to full Council an annual budget and precept.
7. The Committee will review budgets, monitor expenditure (including bank reconciliations, cash flow, VAT) and recommend expenditure in accordance with the Council's Financial Regulations and report to full Council.
8. An emergency budget of £1000 will be allowed, but must be authorised by two members from the committee, one of whom should be the Chairman if possible, and must then be presented to full Council at the next meeting. (Examples of emergency: Health and Safety issues or where immediate repairs are needed to prevent larger expense)
9. The Committee will not deal directly with staffing issues but will have the duty to comment on the financial implications of any staffing recommendations.
10. The Committee will examine the reports of internal and external auditors, ensuring that any recommendations are complied with and that any shortcomings highlighted in the reports are addressed as soon as possible.

**Adopted:** 19<sup>th</sup> July 2023