

Town Council of Newtown and Llanllwchaiarn

TOWN COUNCIL OFFICES,
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Town Clerk: E J Humphreys



SWYDDFA'R CYNGOR TREF,
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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 matters in its areas of responsibility and other matters referred to it from the Council.

The matters referred to this Committee are:

- Finance Management
- Staff Management
- Equipment/Plant/Vehicles
- Buildings & Property & Leases
- Community Fund
- Information & Data Management
- Engagement & Communications
- Press and Publicity in general
- Office Management
- Robert Owen Museum Lease

Delegated Powers & Responsibilities of this Committee

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 for of virements and cap-limits to expenditure. Any expenditure beyond tolerances will be referred to Full Council.
2. To draft a Resources Committee Budget in accordance with the budget setting cycle.
3. The Resources Committee will prepare and present 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 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 ensuring all staff appraisal, training, grievance and disciplinary, and job evaluations.
 8. The Resources Committee will be responsible for maintaining the asset register.
 9. The Resources Committee will be responsible for ensuring the maintenance of the leases and insurance of the assets.
 10. The Resources Committee will be responsible for engagement and communications and overall policy on press and publicity
 11. The Resources Committee will undertake publicity as it pertains to the work of this committee.
 12. 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.

Membership (standard across all committees)

13. Membership of the Committee will be appointed by the Council and to be at least three Councillors.
14. The quorum for the Committee is three Councillors or 50% of the Committee whichever is the greater and be present at the meeting.
15. The Chair will be elected at the first meeting of the Committee after the Town Council Annual Meeting and referred back to the next full council for formal appointment.
16. A Vice Chair will be elected as soon as possible after the Town Council Annual Meeting.
17. 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

18. The Resources Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Town Council Annual Meeting.
19. The Committee will meet as set out in the schedule of meeting dates adopted at the Town Council Annual Meeting.
20. 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.
21. Minutes will be taken and distributed, and agreed at the next Committee meeting.
22. Members of the Committee may vote on resolution put to the committee.
23. 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.