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TERMS OF REFERENCE – POLICY & RESOURCES

Date adopted: 18th May 2022

Review date: Annually - May 2023

Version Control:

Version	Date	Author	Rationale/Detail
0.1	18/05/2022	Town Clerk	

Membership

Composition of this committee shall be that of the Chairperson of each other Committee (Recreation, Amenities & Environment, Art, Culture & Tourism, Town Development and Planning, and Human Resources) plus the Vice Chairperson of the council and an additional 1 councillor. plus the Chairperson (ex-officio).

Delegated Responsibility

The Policy and Resources Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- Corporate Governance, and be responsible for a system by which this council directs, monitors and controls its functions in the fundamental principles of openness, inclusivity, integrity and accountability.
- Risk Management and internal control
- Develop the council's Strategic Corporate Plan (Town Plan) and related strategies and to monitor the council's performance against these
- Administration of the lease / maintenance of the Council offices and other properties owned by the Town Council
- All financial matters of the financial administration of the council to comply with current statutory requirements

- Arrangements for the preparation of the accounts
- Appointment of the independent internal auditor
- Maintenance of adequate systems of internal control and internal audit throughout the year
- Control and monitoring of income and expenditure within the budget estimates approved by the Council and committees
- To determine the need for and if necessary, recommend to council the taking out of loans
- To ensure adequate insurance of all the councils property and liabilities
- To advise the council on its corporate policies and be responsible for the introduction of new or revised policies, including Standing Orders and Financial Regulations
- To Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting
- To set up such sub committees and working groups as necessary
- Any other matters referred to the Policy & Resources Committee by the Town Council which is not within the terms of their reference

Referred Business

- Recommendation of the Committee's budget each financial year
 - Any funding required outside of, or above, the set budget in any given financial year
 - Any other matter which may be delegated to it by the Council from time to time