

# **BRANSTON & MERE PARISH COUNCIL**

## **POLICY AND RESOURCES COMMITTEE – TERMS OF REFERENCE**

### **1. Purpose**

The Policy and Resources Committee is established to manage and make recommendations to the full council on matters relating to:

- Strategic policy development
- Budget and financial monitoring
- Staffing and employment issues
- Asset management
- Corporate governance
- Risk management

The committee's role is to ensure the council operates efficiently, lawfully, and within its financial and policy framework.

### **2. Membership and Quorum**

- The Committee shall consist of at least five councillors, including the Chairman and Vice-Chairman of the Council.
- Members shall be appointed at the Annual Meeting of the Council.
- The quorum of the committee shall be three members.
- The Committee shall elect a Chairman and Vice-Chairman at its first meeting following the Annual Parish Council Meeting.

### **3. Meetings and Delegation**

- The committee shall meet at least quarterly, or more frequently as required.
- Meetings will be held in accordance with the council's Standing Orders.
- Public notice of meetings and agendas shall be issued at least three clear days in advance.
- The committee may appoint working groups for specific tasks but retains decision-making responsibility.

### **4. Responsibilities**

#### **a) Policy**

- Draft and recommend new policies to full council.

- Review and update existing council policies on a rolling basis or when legislation changes.
- Ensure policies reflect current best practice and council objectives.

#### b) Finance

- Draft the annual budget and recommend the precept to full council.
- Monitor income and expenditure against budget throughout the financial year.
- Oversee the management of reserves and earmarked funds.
- Review the council's Financial Regulations and recommend changes.

#### c) Governance and Compliance

- Monitor and review the council's Risk Management Scheme.
- Oversee compliance with the Transparency Code, GDPR, and other statutory requirements.
- Support the Clerk in managing the Annual Governance and Accountability Return (AGAR) process.

#### d) Staffing and HR

- Oversee the work of the Clerk and Responsible Financial Officer (RFO).
- Undertake the annual appraisal of the Clerk and RFO.
- Consider employment policies, contracts, and staff welfare.
- Make recommendations to council on staffing matters and recruitment.

#### e) Asset and Contract Management

- Monitor the maintenance and development of council-owned land and property.
- Review leases, licences, and agreements relating to council assets.
- Recommend and oversee contracts for services such as grounds maintenance or IT.

### 5. Reporting and Authority

- The committee shall have delegated authority to:
  - Incur expenditure within its budget.
  - Approve virement between budget heads (within agreed limits).
- All decisions and recommendations shall be reported to full council.
- Minutes of all meetings will be submitted to the next full council meeting for information or ratification, where required.

### 6. Conduct and Regulations

- All members must adhere to the Code of Conduct, Standing Orders, and Financial Regulations.
- Confidential matters, particularly those relating to staffing and contracts, must be dealt with in closed session as per Standing Orders.

#### DOCUMENT HISTORY

Version number	
Responsible Committee	Full Committee
Approval by	Full Committee
Date of approval/adoption	
Maximum review period	
Date for next review	

Change History	
Last version to 1.0	