

# ST. IVES TOWN COUNCIL

## TERMS OF REFERENCE OF COUNCIL COMMITTEES



### RESOURCES COMMITTEE

#### Members

- The Chairman and Vice Chairman of the Council are ex-officio members of all Committees and have voting rights as per Standing Order 55.
- The Committee shall entirely consist of Councillors (As per Local Government Act 1972 Section 102 (3)).
- Members of the Committee are appointed at the Annual Meeting of the Council. (As per Standing Order 54).
- Committee vacancies occurring during the year may be filled by appointment by the Council
- Three Members or one half of the Committee shall constitute a quorum for meetings whichever is the greater (As per Standing Order 58).
- The Chairman and Vice Chairman of the Committee shall be appointed at the first meeting of the Committee during the Municipal Year (As per Standing Order 56).

#### Meetings

Meetings are scheduled according to the timetable approved by Council (based on a 4 to 6 weekly cycle with a recess in August).

#### Decision Making /Delegated Powers

1. Key areas covered: ***Finance, Staffing, Property, Communications, Devolution.***
2. To exercise the delegated powers and duties of the Council with respect to the key areas listed above.
3. To regulate, manage and control the finance and resources of the Town Council, including the recommendation to Council of the annual budget and precept within the Council's Financial Regulations.
4. To receive regular monitoring reports on levels of income and expenditure in accordance with authorised budgets.
5. To provide guidance to Committees and Council on overall levels of income and expenditure.
6. To recommend the level of staffing resources to the Council together with matters relating to terms and conditions of employment.
7. To ensure the Council complies with all legislative requirements relating to the employment of staff.
8. To consider and make recommendations to Council regarding use, upkeep, leases, rents and fees for any facilities / buildings provided by the Town Council.
9. To ensure that an adequate and effective system of internal controls is in place to secure the integrity of finances and any other information.

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10. To ensure the preservation of probity and good financial and other practices within the Council.
11. To consider and take appropriate action on all reports arising from both internal and external auditors.
12. To take steps to identify and update key risks facing the Council, and to decide upon appropriate measures to avoid, reduce or control those risks or their consequences.
13. The Committee is authorised to establish sub-committees and working groups, and to appoint advisors as and when necessary to assist in its work.