

## **BENENDEN PARISH COUNCIL**

### **Resourcing Committee Terms of Reference**

#### **Objective**

The Resourcing Committee is constituted to manage all aspects of the Council's finances including budgeting, monitoring, audit, grants, council assets, HR and staffing, service delivery (capability to deliver) and programme prioritisation.

#### **Membership**

Membership shall consist of four Council members elected annually together with the Chairman of the Parish Council in a voting ex-officio capacity.

The Chairman of the committee shall be one member elected by the membership.

A quorum shall consist of the Chairman and two further members.

#### **Areas of Responsibility**

The Resourcing Committee has the delegated authority from Benenden Parish Council for the following:

#### **Budget and Precept**

- To co-ordinate, in consultation with the Chairman of the Council, the Parish Clerk/RFO, the detailed budget of the Council and to recommend to the Council the annual budget and the annual precept to be levied for the Parish.
- To monitor performance against budget and to ensure that the Council receives reports at half-yearly intervals on the progress of actual expenditure compared with budget.

#### **Financial Management**

- To advise the Council on all aspects of finance and financial policy, including the management of reserves.
- To ensure that appropriate records are kept of all assets and that they are adequately controlled.
- To oversee the Clerk's preparation of the accounts of the Council and arrange for their annual external audit.
- To be responsible for overseeing the administration and review of day to day financial matters including making spot checks on the books of accounts and reconciling them to the Bank Accounts; and securing the internal audit of the Council's income and expenditure.
- To conduct an annual review of the effectiveness of Internal Audit.
- To receive and review Audit Reports and arrange for the implementation of any recommendations.
- To oversee the running of the Parish Office and employment issues.
- To monitor purchasing decisions to ensure a value for money approach.
- To review and update the Financial Regulations and ensure they are observed by the Council.

**Risk Assessment**

- To arrange for an annual review of the Council's insurance policies and to oversee the procedure for risk assessment of all the Council's activities.

**Grants and Donations**

- To draw up and periodically review a procedure for the making of grants and donations and to consider and make decisions on such requests made to the Council, in accordance with that policy.

**Meetings**

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Benenden Parish Council.

The Parish Clerk or the Chairman of the Resourcing Committee may call additional Resourcing Committee meetings as and when necessary.

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the full meetings of Benenden Parish Council.

**Review**

These terms of reference are to be reviewed annually.

*Committee members 2017/18 – Cllrs Reynolds, Skeet and Thomas, and the Chairman of the Parish Council*

Agreed 25<sup>th</sup> September 2017