

RESOURCES COMMITTEE

TERMS OF REFERENCE

Purpose:	To have overview of the Council's finances, develop and review budgets, the Council's physical assets and Information, Communications and Technology (ICT) matters.
Membership:	10 Members of the Council
Quorum:	4 Members
Meetings:	8 scheduled meetings per year. Additional meeting may be held as required
Minutes	The minutes of the Committee are to be presented to the next ordinary meeting of the Council.

The remit of this Committee is to:

1. Have overview of the Council's budgets, both capital and revenue over a medium term, i.e. at least a three year period, taking into account any impact on, or use of the Council's reserves.
2. Review draft budgets in November / December each year and make recommendations to Council on the level of the budget and precept to be set for the following financial year.
3. Have overview of the Council's finances, banking operations and investments.
4. Monitor actual income and expenditure against the approved budget on a quarterly basis.
5. Review all lease, licence and other tenancy arrangements across the Town Council portfolio, including the setting of hire charges.
6. Determine overall strategic asset management priorities on a long term basis by maintaining the asset management plan
7. Make recommendations on the adoption or provision of new land or property as appropriate where they have a high community value and amenity benefit for the public.
8. Make recommendations on the acquisition and renewal of vehicles, machinery and equipment and the discharge of all statutory duties in relation to their maintenance and condition.
9. Confirm emergency expenditure authorised by the Town Clerk under delegated authority.
10. Review the Council's Insurance arrangements.

11. Consider quotations, tenders and estimates for capital projects.
12. Receive applications for and give authorisation for the approval of Community Grants usually in May and November each year.
13. To oversee the strategic and policy issues affecting the Council's acquisition and development of information technology.
14. To review the Council's ICT strategy.
15. To consider relevant operational policies relating to the remit of the Committee