



RESOURCES COMMITTEE

TERMS OF REFERENCE

Purpose and primary responsibility

The Resources Committee shall consider all matters that affect the finances, services and administration of the Council. The Committee will monitor the management of the financial obligations of the Council.

Formation -The committee will consist of a minimum 5 members and 1 officer but may co-opt external professionals in an advisory or support capacity; however, those members would not have voting rights.

Quorum- A minimum of three members of the committee must be present for the meeting to be quorate.

Chair -The chair of the committee will be appointed at the Annual Meeting.

Review and appointment-The committee will be appointed at the annual meeting. The committee will review the terms of reference from time to time taking into account any proposals or recommendations from the Council's Steering Group and by cross reference to other committees.

Accountability

- Formulate the annual budget for the Council and submit its recommendations to the full Council in January each year. The Chairman will present the draft budget to the Committee after consultation with the Town Clerk, Committee Chairman and The Mayor.
- Monitor progress of the approved budget during the Council year and consider any requests from other Committees, Sub Committees, Working Parties of the Council for supplementary expenditure above that agreed for the year. To authorise or subsequently make any recommendations to the Council.
- Consider and determine any proposed expenditure or reductions in income for which no provision has been made in the approved budget.
- Consider matters referred to the Committee by the Council or other Committees, or Sub Committees or Working Parties.
- Formulate new policy and review existing policy concerning the Council's work for consideration by the Council.
- Determine adequate policies regarding the Council's Insurance Policy and to monitor existing arrangements.
- Monitor and ensure that the Council has an up-to-date Risk Management Plan, Health and Safety Management policies and GDPR.



MARLOWTOWNCOUNCIL

- Award financial grants to local organisations within the annual budget approved by the Council
- Monitor and make recommendations for the internal and external audits.
- Ensure the management of any Council facilities or programmes falling within the Committee's remit.
- Consider the policies, objectives and priorities of the Council and to make recommendations as necessary to the Council.
- Monitor the management of the cemetery, allotments, recreation grounds, play areas, amenity areas and town clock under the control of the Council.
- Ensure the effective management of plant, purchase of equipment and equipment maintenance that may be required to carry out the Council's duties in connection with facilities under the control of the Committee.
- Monitor the management of the Council office and other properties and land. Exercise control for office equipment, furniture and outside tools equipment and plant.
- The Resources Committee will make recommendations to the Full Council on matters within its Terms of Reference.
- Consideration of any other activities to promote the Council to residents and the wider community.