



Terms of Reference Resources Committee

Last reviewed:	March 2023
Last adopted:	July 2023
Next adoption due:	May 2027

Premise

The purpose of this committee is to take overall responsibility for designated areas of council business. These areas may be modified from time to time by a meeting of the Full Council.

The committee structure is designed to enable council business to be more easily conducted and discussed than could be achieved at a Full Council meeting. Where appropriate, this Committee will make Recommendations to Full Council and will abide by any decision there made.

Membership

The committee shall comprise five appointed councillors with the Chair and Deputy Chair of the Council being ex officio members.

Key Elements

In principle, the committee will be responsible for;

1. Finance
2. Traffic
3. Miscellaneous

Detail

The Committee will be responsible for holding a portfolio of items within each of the Key Elements. It is incumbent on the Committee to provide a watching brief on all items and make recommendations to Full Council on matters that may not be fully contained or fully defined within that portfolio.

The Committee has power, under Standing Orders, to resolve issues of expenditure that are within the Agreed Budget for that Committee. Any proposed expenditure outside the Agreed Budget must be dealt with by a Recommendation to Full Council.

Items for discussion may be raised by any Councillor either through a meeting or via the Clerk's Office.

From time to time, it may be necessary for this Committee to discuss an item that has not been included in the Key Elements as defined to date. Such an item may subsequently have its responsibility assigned to this or another committee.

As defined with Standing Orders, this Committee may form Working Parties and Sub-Committees. All such Working Parties and Sub-Committees shall have membership open to all Councillors.

Defined items of responsibility are;

1. Finance

- general finance matters including expenditure, investments and raising of funds
- subscriptions to local or national organisations
- insurance
- training courses, seminars, exhibitions, etc.
- councillor expenses
- council administration
- community awards, grants, etc.
- staff including pay and conditions on recommendation from Liaison.
- Seth Ward Community Centre buildings.

2. Traffic

- road safety
- road signage and street furniture
- car parking
- speed limits
- pedestrian crossings
- street lighting

3. Miscellaneous

- By-laws
- Town Guide
- Civic Reception
- the Manor House including the council chamber
- leases, contracts, etc.
- police liaison
- tourism
- Town Twinning
- Market trading and commerce
- Public utilities
- Youth Council
- Plastic Free Buntingford