



WINSLOW TOWN COUNCIL

COMMITTEE TERMS OF REFERENCE RESOURCES COMMITTEE

1. The Committee shall be known as the Resources Committee and be comprised of six Councillors.
2. Committee 'Terms of Reference' form Appendix 'A' of the Winslow Town Council Standing Orders
3. The Committee shall be responsible for and have authority to deal with:

Finance:

- 3.1 To assist the Clerk in preparing budgets for the annual precept for the Council
- 3.2 To monitor the Council budget at least twice a year
- 3.3 To review the long-term financial strategy of the Council with a view to advising the Council on funding for significant projects.
- 3.4 Section 106 Fund Management
- 3.5 To recommend and implement the procedures for grant applications to the Council and War Memorial Institute Fund. Consider applications and make recommendations to Council in respect of payment of grants
- 3.6 To monitor and review the effectiveness of Internal Audit at least annually.
- 3.7 To review the appropriateness of banking and investment arrangements at least annually.
- 3.8 Review, update and report to Council on the Schedule of Financial Risks at least annually prior to consideration of the precept for the following year, having particular regard to levels of General Reserves.
- 3.9 Review the Asset Register at least twice annually, prior to consideration of the Annual Return and also prior to consideration of the precept, having particular regard to the age and condition of items.

Personnel:

- 3.10 To meet as required to discuss/review and investigate any personnel requirements.
- 3.11 To undertake at least annually prior to precept setting, a review of all staff and their performance.
- 3.12 To obtain such professional advice as is necessary to ensure that the Council's position is protected in relation to employees

Property and Services:

- 3.13 To investigate and recommend to Council all matters relating to the purchase, lease, sale or disposal of land and /or property.
- 3.14 To obtain such professional advice as is necessary to ensure that the Council's position is protected in relation to any leases, purchases or sales of land or property.



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- 3.15 Management, review and maintenance of Street Lighting owned and provided by the Town Council. Make recommendations in respect of lighting on new developments and adoption of any such installations.
 - 3.16 To ensure that all works carried out to property owned by the Council are to a satisfactory standard and comply with the wishes of the Council in respect of appearance and content.
 - 3.17 Review and make recommendation to Council, at least annually, in respect of the insurance cover for all assets and activities, considering particularly whether cover is adequate and appropriate in relation to risk.
 - 3.18 To analyse and advise on any compulsory purchase proposals.
 - 3.19 To progress any other operation in respect of land, property or leases as required by the Council

General Purpose:

4. To undertake reviews of Financial Procedures at least annually and make appropriate recommendations to Council.
5. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non-budgeted expenditure is anticipated.
6. The Committee has authority to appoint Council's representative(s) to and receive reports from the following outside bodies:
 - Buckingham Winslow and District Citizens Advice Bureau
 - Winslow Public Hall Trustees
 - Winslow Sports & Social Club (3 representatives)

Signed: (Council Chairman) Date: