



Highcliffe and Walkford Parish Council

Policy and Resources Committee Terms of Reference

1 OBJECTIVE

- 1.1 The Policy and Resources Committee is constituted to consider matters of policy, finance and employment that are not reserved for full council.

2 MEMBERSHIP

- 2.1 Membership shall consist of five members of the full council who will be elected to serve on the committee at the Annual Parish Council meeting of Highcliffe and Walkford Parish Council.
- 2.2 The quorum of the committee shall be three members.
- 2.3 Where less than three members of the committee can attend a meeting, any other councillor may be substitute.

3 AREAS OF RESPONSIBILITY

- 3.1 The committee has delegated authority to award grants, within the set budget of up to £1,000.00. Grants above this amount are reserved for full council.
- 3.2 The committee will consider matters of policy and make recommendations to full council.
- 3.3 The committee shall oversee the Budget Audit and Grants sub-committee to consider matters of finance and receive regular reports on council finances (including audit and budget) and to report back to council.
- 3.4 The committee, or the Budget Audit and Grants sub-committee, shall receive budget submissions from other committees and sub-committees and in conjunction with the RFO, recommend a budget for submission to full council.
- 3.5 The committee shall oversee the Staffing sub-committee to consider matters of concerning senior staff and employment policy.

4 SUB-COMMITTEES

- 4.1 The committee shall oversee the following sub-committees:
 - Staffing sub-committee
 - Budget Audit and Grants sub-committee

5 MEETINGS

- 5.1 The committee shall meet at least twice per year, in late autumn to consider budgets and in late spring to review policies.
- 5.2 Meetings will be held in public and time assigned for the public to make representations.
- 5.3 The amount of time set aside for public representations shall be limited to three minutes, except where an extension is approved by the committee.
- 5.4 The clerk or the chairman of the committee may call additional committee meetings as and when necessary.

6 REPORTING

- 6.1 Recommendations from the committee shall be included in the next available council agenda.
- 6.2 Minutes of the committee shall be presented to full council for noting.

7 REVIEW

- 7.1 The election of committees and their terms of reference are to be reviewed annually at the Annual Parish Council meeting of Highcliffe and Walkford Parish Council