



**Buckingham Town Council**  
**Terms of Reference**

**Date agreed:** 13/05/2024  
**Minute number:** 17/24.2.2  
**Prepared by:** Claire Molyneux  
**Version:** 3

1. The Committee shall be known as the **RESOURCES COMMITTEE**.

**Membership**

2. Membership of the committee is open to any Councillor who wishes to be a member.  
2.1 Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

**Chair/Chairman**

4. The Committee shall elect a Chair at the first meeting after the Annual Town Council Meeting. The Chair's period of office is for one year.
5. The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
6. The Chair if present shall Chair the Committee meeting.

**Conduct of the Meeting**

7. All meetings of the Resources Committee shall be convened in accordance with the Town Council's standing orders and current legislation.

**Area of Operations**

8. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
  - Finance
  - Personnel
  - Policy
  - Grants
  - Civic matters
  - Communications
  - Office accommodation

## **Powers and responsibilities**

9. In addition to the areas of operation above the Resources Committee has the following responsibilities:

### **Finance**

- 9.1 To advise the Council on the budget proposals of all Committees and the level of the precept to be levied each year.
- 9.2 To review the long-term financial strategy of the Council with a view to advising the Council on funding for significant projects.
- 9.3 To be responsible for all aspects of the financial administration of the Council including:
- arrangements for preparation of the accounts
  - appointment of an independent internal auditor
  - preparation of, and compliance with, the Council's Financial Regulations
  - maintenance of adequate systems of internal control and internal audit throughout the year
  - control and monitoring of the approved budget throughout the year
  - considering and recommending to Council approval of annual financial reports, together with evidence of adequate systems of internal control and internal audit throughout the year, for presentation for external audit
  - develop and keep under review the Council's Financial Plan and Investment Strategy
- 9.4 To undertake within the overall policies and approved budgets of the Council the following duties and functions:
- have a strategic overview of fees and charges for services provided by the Council as determined by each committee
  - determine subscriptions to be paid by the Council
  - determine the need for and, if necessary, recommend to Council the taking out of loans
- 9.5 To advise the Council on the level of allowances to be payable to Councillors.
- 9.6 To make recommendations to Council in relation to internal policy development based on legislation.
- 9.7 To review the long-term financial strategy of the Council with a view to advising the Council on funding for significant projects.
- 9.8 Ensure adequate insurance of all the Council's property and liabilities.
- 9.9 Oversee the Community Grant process.

- 9.10 Advise the Council on responses to be made to the structure of Local Government.
- 9.11 Make representation to Buckinghamshire Council on their corporate plan and policies when they are likely to or do affect Buckingham.

### **Personnel**

- 9.12 To monitor all matters affecting the promotion, salary and conditions of service of all staff and office holders of the Council (unless stated elsewhere).
- 9.13 To meet as required to discuss and investigate any personnel requirements.
- 9.14 To oversee Officer and Member training and development.
- 9.15 To meet as required by the Council for staff reviews.
- 9.16 To review and agree the policies and procedures regarding personnel.

### **Civic Matters**

Oversee Civic matters including the town crier, mace bearer or any other civic positions.

- 9.17 Be responsible for all Civic Affairs including Civic protocols

### **General Purpose**

- 10. To be responsible for advising the Council on Standing Orders in respect to the conduct of meetings, Code of Conduct for members and all similar documentation relating to the overall administration of the Council's affairs.
  - 10.1. To consider, advise, delegate and make recommendation on any item of the Council's business and responsibilities not otherwise allocated to a committee.
  - 10.2. Oversee the ongoing development of ICT facilities for the Council including the Council's website.
  - 10.3. Oversee the production of the Newsletter.
  - 10.4. Oversee the production of the Annual Report.
  - 10.5. To provide and publish an annual report of the Council's finances both current and budgeted, and also reports from each of the Committee Chair and the Mayor.

## **Further Information**

11. The Committee has authority to proceed with all items within its budget but must refer to Full Council when non-budgeted expenditure is anticipated.
12. The Committee shall appoint sub-committees and working groups to undertake work within its remit, as and when it is deemed necessary and shall set out Terms of References for those bodies.
13. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.