

## TERMS OF REFERENCE

### PROPERTY, POLICY & RESOURCES COMMITTEE

#### Responsibilities specific to all committees:

- To be responsible for compiling the committee annual budget
- To present and obtain approval for the committee annual budget from Full Council
- To monitor committee functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which the committee is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the full council for decision following presentation of the Committee draft minutes.

#### Responsibilities specific to this committee:

##### Authority

The Property, Policy & Resources Committee is constituted as a standing committee of Hellesdon Parish Council. It is appointed by and is solely responsible to the Council to

- 1 make decisions in respect of council owned property held within Hellesdon and the parish on non parish council owned land (on H/Way land - grit bins etc) subject to budget and expenditure limits.
  - 2 to deal with financial policies
  - 3 to advise and recommend to full council in respect of Council Operational Policies
  - 4 to determine and deal with the general financial resources of the Council
- The Committee duties are defined and agreed by the full council which may resolve, at any time, to modify the Committee's powers.
- 5 Responsibility for approving Section 106 and CIL payments for projects and assets with **RECOMMENDATIONS** to go to the Full Parish Council.
  - 6 to review the replacement and upgrade of all IT equipment

## **Membership**

The committee will be made up of 7 members of the council, the committee will be made up of 7 members of the council. These will include the Chairman of all committees, plus other appointed members to bring to membership to 7.

## **Quorum**

The committee quorum shall be no fewer than three members.

## **Frequency of Meetings**

The Committee will meet at least four times during each civic year and to publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. A further meeting will be held in December of each year to consider, for recommendation to Full Council, the budget and precept for the next financial year. Additional meetings will be set as required.

## **Record of Proceedings**

Written minutes will be taken by the Clerk to the Council to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

## **Delegated Powers**

1. To consider and put forward to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
2. To lead on and approve quotes for all aspects of maintenance and replacement works the responsibility of the committee in accordance with adopted financial regulations
3. To consider all committees proposed annual budgets, concurrent funding and precept requirements and to prepare the annual budget for recommendation to the full council
4. To regularly monitor income and expenditure and to make any recommendations to the full council
5. To consider financial policies
6. To consider the Internal Control of the Council and to make recommendations to the full council
7. To deal with and control the general revenue financial resources as listed in Cost Centre 6 of the annual budget
8. To review and determine the Council's Insurance arrangements
9. To guide and advise on the Council's banking arrangements
10. To guide and advise the full council generally in respect of Operational Policies
11. To secure the implementation of any measures agreed by full council following the external auditor report
12. To ensure the proper management of all property owned by Hellesdon Parish Council
  - On parish council owned land

- on non parish council owned land  
and to be responsible for the strategic and routine maintenance of such property
- 13. To be responsible for the Council's Financial Reserves Management
- 14. To consider and determine donations to organisations in line with the Council donation policy
- 15. To consider and determine all grant applications to organisations in line with the Council grants policy
- 16. To lead on Council projects relating to Hellesdon Parish Council owned property and approve works relating to this

### **Standing Items for Ordinary Meetings**

#### **First meeting –**

- to set dates of committee ordinary meetings
- to consider the financial statement summarising the council's receipts and payments for the final (Jan – March) financial quarter and the year to date

#### **Second meeting –**

- to consider the financial statement summarising the council's receipts and payments for the first (April – June) financial quarter
- to consider previous financial year's budget allocations with actual amounts
- to address capital projects as identified in the budget the responsibility of the committee.

#### **Third meeting –**

- to consider the financial statement summarising the council's receipts and payments for the second (July – September) financial quarter
- to consider the committee budget for recommendation to the Full Council for approval

#### **Budget meeting –**

- to consider, for recommendation to Full Council, the budget and precept for the next financial year
- to review the Financial Reserve Management of the council for recommendation to the Full Council.

#### **Fourth meeting –**

- to consider the financial statement summarising the council's receipts and payments for the third (October – December) financial quarter
- to consider the Statement of Internal Control and review of its effectiveness for recommendation to the Full Council