

# **TIBSHELF PARISH COUNCIL**

## **Terms of Reference — Resources Committee**

### **1. Membership** to consist of:

- 1.1 A maximum of 7 members of the Council including the Chairman of the Council.
- 1.2 At the first meeting in each municipal year a Chair and Vice-Chair shall be appointed from among the Group.
- 1.3 Quorum for recommendations 4 council members
- 1.4 Meeting not to be held if less than 4 council members present and the Parish Clerk/Responsible Finance Officer

### **2. Appointment and Accountability**

- 2.1 The Parish Council shall at their first meeting following the Annual General Meeting (AGM) in May each year, determine the members of the Committee until the next following AGM.

### **3. Vacancies**

- 3.1 If a vacancy arises prior to the date set in item 2, then a replacement to be approved by the full Parish Council.

### **4. Frequency of Meetings**

- 4.1 The Committee shall meet not less than 6 times in each year.
- 4.2 Additional meetings may be called with the agreement of the Chair

### **5. Record of Meetings**

- 5.1 The Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Parish Council, if possible, in time for the agenda for the following meeting of the full parish council.
- 5.2 The Parish Clerk will be present at each meeting to record notes/minutes to support the Committee.
- 5.3 Minutes shall be approved by the committee as a true record at the next meeting and signed by the Chair.

### **6. Staff or Public Attendance**

- 6.1 Members of the public to be present according to the Standing Orders approved by the Council.
- 6.2 A period of 15 minutes will play part in the agenda for public to ask questions Staff members may, at the discretion of the Chairman of the committee request attendance at the meetings as required.

## **7. Personnel**

- 7.1 Under the guidance of Government legislation, HR advice and the Parish Clerk, decisions on salary costs will be recommended if there is any variation to the annual budget.
- 7.2 Any other HR/Payroll related costs other than staffing, will be recommended for approval by the Full Parish Council.
- 7.3 Broad details of the remit of this committee are included in the attached Appendix A.

## **8. Amenities**

The Committee will have overall responsibility for the management of the Council's facilities in accordance with legislative requirements, regulations and guidelines and will have the ability to establish working groups to review any of these responsibilities as required.

The committee is delegated the power to make decisions within the budget and consider issues relating to management of the following amenities as per the following Financial Regulation:

- The Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- A duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
- The council for all items over £5,000.

### **8.1 Church lights**

- The committee will oversee the maintenance of the church floodlights and Parish clock.

### **8.2 Cemetery**

- The committee will review the Schedule of Cemetery Charges on an annual basis.
- The committee will review Cemetery Rules and Regulations on a regular basis.
- The committee will oversee the day-to-day management of the cemetery and respond to any issues regarding the cemetery.
- The committee will commission, consider, receive, and take action, including incurring expenditure, as necessary in relation to the cemetery subject to this being agreed by the Full Parish Council and within the cemetery budget.

### **8.3 Allotments**

- To oversee the management, maintenance, and administration of the Parish Council allotments.
- To liaise with the Allotment Representatives and allotment holders as necessary.
- To annually review the rental charges and lease agreement.

### **8.4 Sportsground**

- The committee will be responsible for the maintenance of the Sportsground and Pavilion ensuring it is maintained in good order and within a budget fixed by the Parish Council.
- The committee will recommend to the Full Parish Council the terms and conditions upon which the Pavillion and sports field may be used by other including leasing agreements and setting of the rental fees on an annual basis.
- The committee may recommend to the Full Parish Council improvements to the facilities and costs associated for approval.

## **9. Finance**

The Committee is delegated with the power to:

- 9.1 Consider issues relating to the Parish Council's assets, amenities and environment, and particularly the Parish Council allotments, Sports grounds, Playing Fields, Play Areas, Cemetery, Christmas displays and Flower displays.
- 9.2 Monitor the integrity of the financial statements of the parish council and review significant financial reporting issue.  
Review summary financial statements and significant financial returns to the Audit Commission.
- 9.3 Review whether the Parish Council has followed appropriate accounting standards taking into account the views of the internal and external auditor.
- 9.4 Keep under review the effectiveness of the parish council's internal controls and risk management systems.
- 9.5 Monitor and review the effectiveness of the Parish Council's internal audit function.
- 9.6 Review and monitor recommendations of the internal auditor.
- 9.7 Review the Parish Council's budget prior to its submission to Full Council.
- 9.8 Review the Council's performance.

## **10. Health and Safety**

The Committee is delegated with the power to:

- 10.1 To consider all matters relating to the safety of parish premises.
- 10.2 To consider all matters relating to the health and safety of all employees
- 10.3 To deal with matters relating to Health & Safety with powers to act, delegated from the Council on urgent issues.
- 10.4 To deal with any other any other Health & Safety Audit reports.
- 10.5 To consider Health & Safety training for staff and members
- 10.6 Undertake any other Health & Safety project work as directed by the Council.
- 10.7 The Committee is delegated with the power to make decisions and recommend their decisions to Council for approval.
- 10.8 The Committee is delegated with the power to spend up to £5000 in the event of an urgent requirement to ensure health and safety of a parish council amenity.

## **11. Voting**

- 11.1 Ex-officio members shall be full voting members.
- 11.2 A member of the Council who is not appointed to a committee is free to attend a meeting of that committee as would a member of a public. He has no right to participate in the meeting unless a member of the public also has the same rights (see paragraph 23 of LTN 1(Council's powers to discharge their functions)).
- 11.3 Non councillor members invited to sit on the Committee may vote on issues relating to parish council owned or managed land i.e Allotments, Play areas, sports grounds, cemeteries and village hall (Article 3 of the Parish and Community Councils (Committees) Regulations 1990)

Agreed by Full Council on 20th June 2023.  
Minute No. 0623/3046.

Agreed by Full Council 21st May 2024  
Minute No. 0524/3378

Agreed by Full Council 20<sup>th</sup> May 2025  
Minute No: 0525/3650

## Function of the Personnel remit of the Resources Committee - Appendix A -

Approved by full Parish Council 20 June 2023.

### **Duty**

1. To recommend to Council the overall staffing structure and approval of additional posts.
2. To recommend to Council the pay and conditions of staff; secondment, joint partnerships with other Local Authorities; Officers' Code of Conduct.
3. To recommend to Council personnel policies

### **Delegation**

None-final approval remains with the Council

None-Final approval remains with the Council

None-Final approval remains with the Council

- 
4. Appointment of staff (in line with the Recruitment Policy).

Committee with support from the Clerk/Proper Officer/RFO.  
Decisions on whether to fill vacant positions will be made by the Full Parish Council.

A member of the committee who employs or is related to a potential candidate will be directed by the Parish Clerk to not be included in the recruitment process.

5. Disciplinary matters under the Council Disciplinary Procedure.

Up to but not including written warnings, Committee with appeal to 3 other members of the Committee and Council.

Written warnings and dismissal, Committee with appeal to a panel of Councillors not members of the Committee.

6. Determination of individual grading issues, job evaluation, Pensions, retirement, redundancy, redeployment, equal opportunities, health & safety.

Committee to make recommendations to Full Parish Council.

7. Absence, attendance management, competence, grievance, personnel procedures, and contract of employment.

The Parish Clerk for day-to-day attendance management, competence, personnel procedures, and general enquiries.  
The Parish Clerk in consultation with Chairman of Committee and Chairman of Council for grievance and contract of employment with recommendation to Full Parish Council.

8. Training and Development Plan.

The Parish Clerk in consultation with the Chairman of committee.

NB: Any duties above relating to the Parish Clerk as an employee of the Council will be dealt with by member/s of the committee or the Full Parish Council and not by the Clerk