

THURSTON PARISH COUNCIL

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TERMS OF REFERENCE FOR THURSTON POLICY & RESOURCES COMMITTEE

Purpose of the committee:

The committee is established to manage, maintain and improve the performance of the statutory powers and functions and related work of the parish council.

Membership:

The Committee will consist of a minimum of seven councillors. The chair of the parish council will preside at each and future meetings. Any elected member can preside by agreement in the chair's absence. A quorum will be a minimum of four committee members.

Record or Proceedings:

Such meetings will be scheduled for the year and called by the Parish Clerk as Proper Officer to the council.

The Clerk will provide full administrative support for the committee. Minutes of all meetings will be recorded by the Clerk, or any member nominated at the meeting. Written minutes will be taken to record the committee's decisions and a report will be tabled at the next full parish council meeting which will be formally received and acknowledged.

Responsibilities:

On behalf of the parish council this shall include the following responsibilities:

1. To keep under review the statutory functions and powers and other legal responsibilities of the council on the council's behalf.
2. To advise the parish council, following research or investigation, on changes required to its procedures and functions in light of new legislation coming forth.
3. To draft, implement, review, monitor and revise policies for the parish council in light of new legislation coming forth.
4. To prepare budgets and recommend precepts and submit them to full council for approval.
5. To ensure adequate financial controls are in place to utilize and protect the council's finances and assets.
6. To review and amend the council's Financial Regulations annually and to ensure that the council is observing the regulations.
7. To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
8. To consider all complaints referred to the committee, as submitted against the council's action or lack of action or about the standard of a service, whether the

action was taken, or the service was provided by the council itself or a person or body acting on behalf of the council.

9. To ensure appropriate measures are in place to facilitate compliance with the Freedom of Information Act 2000.
10. If appropriate and upon resolution by the council, to investigate the circumstances and the effect(s) of an information security incident (data breach) as described under the council's Information Security Incident Policy.
11. To formally record the incident and the associated response relating to Item 10 above for submission to the parish council and undertake any reviews as outlined in the Information Security Incident Policy.
12. To put forward to the parish council, proposals for any improvements, developments or any capital expenditure when requesting funding for the following year.
13. To lead on and approve tenders for all aspects of maintenance of the Parish and its functions in accordance with the parish council's financial regulations.
14. To monitor, review, recommend on and consider all matters relating to the council's staff, emoluments and conditions of service.
15. To monitor the council's financial risk assessments and recommend changes where necessary.
16. To approve to full council such delegated powers to the council's committees as thought appropriate.
17. To appoint annually (or to reconfirm annually) the Responsible Financial Officer to oversee the council's financial affairs (currently the Clerk).

In all other aspects the parish council's standing orders will determine the date, place, notices and other procedures to regulate the committee.