

## **Terms of Reference Policy, Resources and Finance Committee**

### **Purpose**

The Policy, Resources and Finance (PR&F) Committee is the senior Standing Committee of Wareham Town Council (“the Council”). Its purpose is to suggest, advise on, decide on and implement all matters regarding policy, resources and finance, under its delegated powers, and to make recommendations to the Council on any matters requiring its attention.

### **Accountability**

The PR&F Committee reports to and is accountable to the Council via the Chairman and shall operate in accordance with the Council Standing Orders.

### **Constitution**

- The PR&F Committee shall be constituted in accordance with Council Standing Order no. 8.2 and shall be composed of a Chairman and Vice Chairman plus seven other Councillors.
- The Chairman and Vice Chairman shall be elected for 12 months at the Annual Council Meeting (Mayor-making Meeting).
- The Town Clerk shall act as Committee Clerk and general advisor together with administrative support from the Finance Administrator as appropriate, e.g. preparation of budget reports/annual estimates.

### **Authority, Powers and Duties**

- The PR&F Committee has delegated authority from the Council under Standing Order no. 8.3 to make decisions i.e. by resolution, in accordance with its terms of reference.
- All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.
- Under Standing Order no.8.5 the PR&F Committee is authorised to appoint sub-committees and sub-groups, e.g. working parties, for the purposes to be specified by the Committee.

### **Area of Responsibility**

The PR&F Committee has the following areas of responsibility:

1. To advise the Council generally as to its policies.
2. To exercise control over all matters relating to the Council’s finances and its use of all resources, excluding human resources, including the following:
  - Borrowing and investments;

- Review of financial regulations;
  - Land and property (leases, rents, disposal, etc.)
  - Legal proceedings, public relations;
  - Audit procedures and preparation of Audit Plan;
  - Tourism;
  - Crime prevention;
  - Bye-laws;
  - Determination of applications for donations (grants) from local groups and organisations.
3. To prepare and submit to the Council, in consultation with all other Council Committees, annual estimates of income and expenditure.
  4. To consider all other matters unrelated to policy, resources and finance or matters which are not the responsibility of other Council Committees and Sub-committees and to make recommendations as appropriate to the Council.
  5. To make recommendations to the Council on matters which are normally the business of the Town Council. Although not an exhaustive list, these may include:
    - Public relations;
    - Civic functions and hospitality;
    - Elections;
    - Revision of the Council's Standing Orders and Financial Regulations;
    - Matters arising from any audit of the Council's accounts;
    - The employment of consultants or professional advisors and matters arising from such employment;
    - To recommend terms of reference of other Committees to the Council for adoption.

### **Town Council Annual Budget Requirement**

Following annual receipt of Standing and Non-Standing Committees and Human Resources Panel proposed budget, the PR&F Committee will prepare and submit to the Council a final proposed budget requirement for scrutiny by the Town Council, to include its own estimates of income and expenditure for the next financial year.

### **Review**

Terms of Reference for the PR&F Committee shall be reviewed once within a civic four-year term of office from the date of approval and altered to meet the current needs of committee members, as considered appropriate.