TERMS OF REFERENCE FOR THE POLICY, RESOURCES & FINANCE COMMITTEE

Purpose and Areas of Responsibility

The Policy, Resources & Finance Committee is one of three Standing Committees of Tenby Town Council ("the Council"), together with the Personnel Committee and Planning & Transport Committee.

In accordance with the Council's Standing Orders, Financial Regulations and other policies, the Policy, Resources & Finance Committee shall oversee- and make recommendations to Full Council regarding, borrowing and investments, land and property (leases, rents, disposal, etc.), buildings, assets, legal proceedings, audit procedures and preparation of audit plan, byelaws and the determination of applications for donations (grants) from local groups and organisations.

Accountability

The Policy, Resources & Finance Committee reports to- and is accountable to the Council via the minutes of its meetings and the Chair and shall operate in accordance with the Council Standing Orders.

Constitution

The Committee shall be constituted in accordance with Council Standing Order No. 4 and shall be composed of and Chair and Vice-Chair, elected annually at its first meeting of the municipal year, plus six other councillors. All of its members shall be appointed to it by resolution at the Annual Town Council meeting.

The Town Clerk is designated as Committee Advisor, attending meeting where necessary. The Town Clerk may appoint other officers to support the Committee in transacting its business, or delegate another officer to advise the Committee in their absence.

Authority, Powers and Duties

The Policy, Resources & Finance Committee has delegated authority from the Council under Standing Order No. 4 to make decisions i.e. by resolution, in accordance with its terms of reference, provided that any expenditure is within budget.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.

Under Standing Order No. 4 the Policy, Resources & Finance Committee is authorised to appoint subcommittees and sub-groups e.g. working parties for the purposes to be specified by the Committee.

Committee Budget

The Policy, Resources & Finance Committee will prepare and submit its estimates of income and expenditure for the next financial year and its budget requirement to Full Council annually no later than December.

Review

Terms of Reference for the Policy, Resources & Finance Committee shall be reviewed annually at the Council's Annual Meeting.