



# Operations & Resources Committee

## Terms of Reference

New Alresford Town Council (the 'Council') has the power to delegate functions to a Committee, Sub-Committee or officer in accordance with Local Government Act 1972. Town Council oversees these Committees and gives them the authority to make decisions, provide budgets for their delegated duties and make recommendations to the Council to make decisions that are not in the power of the Committee to make. The Facilities and Finance Committee (the 'Committee') shall be responsible for discharging functions on behalf of the Council and has the authority to do so (unless stated elsewhere) in specific circumstances as detailed below.

### **1. Responsibilities**

The Committee is responsible for providing oversight and where appropriate ensure recommendations are made to Town Council with regard to its financial management, policies, and the management of all aspects of upkeep, maintenance and administration of its buildings. It is the duty of all employees and Councillors to act in accordance with the Council's Code of Conduct. The Committee is responsible for providing oversight and where appropriate ensure recommendations are made to Town Council regarding its staff and Councillors. These responsibilities shall include but are not limited to, the following

- Review of Financial Regulations at the first meeting of the Operations and Resources Committee after the Annual Meeting of the Council, or as and when legislation changes.
- Oversight of the appointment of an Internal Auditor every three years, or in the interim if required.
- To consider the findings of the Internal and External Auditor's Report and to act upon where appropriate
- Oversight that annual accounts are prepared and submitted to the auditors on time and consider Internal and External auditor findings.
- Ensuring adequate financial controls are in place to utilise and protect the Council's finances and assets in line with Standing Orders and Financial Regulations and report quarterly to Town Council.
- Consider budget proposals from other Committees and agree upon an overall budget and precept requirement subject to Town Council approval at its January meeting.
- To report financial observations as appropriate to Town Council with regard to entering into legal agreements such as leases, tenancies, contracts, loans, insurance claims, easements, damages, property, debt recovery, specifications for work and any other legal issue
- To monitor Town Council and Committees Income and Expenditure including review of annual contracts during the financial year and to recommend appropriate action as required
- To review Grant applications prior to Town Council

- To incur Revenue expenditures on behalf of the Council which are not the responsibility of other Standing Committees, and within the itemised authorised budgetary limits as agreed annually, by Town Council.
- Monitor the opening and closing of bank accounts, the transfer of funds between accounts and investment opportunities in the short, medium and long term basis.
- To apply best value principles to the methods employed by the Town Council in the course of its work and to reduce expenses through improving process efficiency.
- To ensure forward planning of expenditure and to recommend the ear marking of reserves for the replacement or refurbishment of equipment, buildings and other specific items forecast to be required in the future, to minimise the need to seek loan approval.
- To approve any virement and supplementary budget requests within the Council's agreed overall budget.
- To investigate and apply for grant funding from external sources wherever possible, to support Town Council capital and revenue programme.
- To review Town Council insurance policy prior to renewal, to ensure that adequate and accurate cover is provided and to pursue insurance claims as required and advise Town Council.
- To monitor Town Council VAT liabilities.
- Recording expenditure under Section 137 of the Local Government Act and recording this in end of year balance sheets.
- To create, monitor and review all New Alresford Town Council Policies, Procedures and Risk Assessments.
- To create, monitor and review the New Alresford Town Council Strategy
- To monitor all Health and Safety requirements
- Monitor all physical assets of New Alresford Town Council including Alresford Recreation Centre and Car park, Stratton Bates and respective equipment.
- Responsibility for the annual revision of all physical assets and reconcile with Asset Register.
- To ensure that any works carried out on the Council's behalf are completed as specified, or otherwise completed to a satisfactory standard.
- To make recommendations to the Council following any investigation or review of any matter relating to Council buildings.
- To obtain professional advice as deemed necessary to ensure the protection of the Council in respect of its property.

The Committee has authority to proceed with all items within its budget but must refer to Town Council when non budgeted expenditure is anticipated.

All councilors may comment on any project as individuals, but it is imperative that this will have no bearing on Committee decisions as part of the democratic process.

The Committee must be aware of its legal powers and responsibilities. All undertakings of the Committee shall be carried out in accordance with the Council's Standing Orders and current legislation.

## **2. Membership and Voting**

The Committee shall consist of a minimum of five members of the Council. There is no maximum number of Council members that may be selected to the Committee. The Committee's membership shall be selected by resolution at the Annual Meeting of the Council or the first Committee meeting held following the Annual Meeting of the Council. All Council members serving on the Committee shall have voting rights at any meeting of the Committee they attend in person. Councillors who are not members of the Committee may attend its meetings, but they may not vote on any decisions. In case of an equality of votes, the Chair of the Committee shall exercise the casting vote.

Representative members shall not be entitled to vote at Committee meetings.

## **3. Chair and Vice Chair**

At the Annual Meeting of the Council a Chair will be elected for the Committee. The Vice Chair of the Committee shall be elected at the first Committee meeting held following the Annual Meeting of the Town Council.

The period of office for both the Chair and Vice Chair shall cease at the Annual Meeting of the Council.

The Chair and Vice Chair of the Council have automatic membership to the Committee and form part of the quorum with full voting rights at the meetings they attend in person. The Chair of the Committee if present will Chair the meeting.

## **4. Conduct of Meetings**

All meetings of the Committee shall be convened in accordance with The Local Government Act 1972 Schedule 12 - Meetings and Proceedings of Local Authorities. and Standing Orders.

### **4a The Agenda**

The clerk of the Committee in consultation with the Chair is responsible for setting the Agenda items and publicising the dates of meetings to all Council and Representative members. The meeting agendas must be published on the Council website at the earliest opportunity before the meeting is held. In the event that there is a last-minute change which will impact the meeting, the Clerk of the Committee is responsible for notifying all members of the committee and public as appropriate.

A standing item on the Agenda will be 'Budget Review' to review the financial status of the Committee.

### **4b Quorum**

For the Committee to be quorate there must be a minimum of three members present at the meeting.

The Committee Clerk shall be responsible for confirming the number of Council members of the Committee who have confirmed their attendance for each meeting. If it is anticipated that the Committee will not be quorate for any meeting, the Committee Clerk shall notify the Chair and Vice Chair of Council at least one working day prior to the meeting to ensure the Committee is quorate.

#### **4c Meetings**

The Committee shall meet at any venue that the Committee Chairman deems appropriate to the items on the agenda. Unless notified otherwise, all meetings shall be held at the Council's offices at Arlebury Park.

Meetings shall take place monthly. Additional meetings can be considered at the Committee Chair's request in consultation with the Clerk, if the business of the Committee dictates it is prudent to do so.

#### **4d. Record of Meetings**

The Clerk of the Committee shall be responsible for ensuring that each Committee meeting is audio recorded and preparing the minutes of the meeting. Minutes will include Members' attendance or reason for non-attendance, all declared interests and all Committee decisions especially those concerning any expenditure. Draft minutes will be circulated to the Chair and Vice Chair of the Committee for approval prior to circulation to all Council and Representative members.

Minutes of the meeting must be approved by the next Committee meeting. If the next Committee meeting to be held exceeds two calendar months, then the minutes must be referred to the Council for approval.

Any items referred by the Committee to Town Council for information or decision will be sent to the Town Clerk for consideration at the next Town Council meeting.

### **5. Delegated Powers**

The Committee has delegated Committee budget responsibility up to the value of £5,000 for any single spend. Any anticipated expenditure in excess of £5,000 must be referred to Council for approval at the earliest opportunity.

It is the responsibility of the clerk of the Committee to add a note to the agenda item 'Chairs announcements' at the next Council meeting in relation to any expenditure of the Committee exceeding £3000. It shall then be the responsibility of the Chair of the Committee to present the details of that note to Council.

Decisions can at any time be delegated to Council Staff to action, however the Town Clerk remains responsible for prioritising staff workload.

### **6. Conflicts of Interest**

New Alresford is small in nature and the Council supports all businesses in the town.

When quotes for works are requested it is highly likely the business/individual is known to the member in some capacity. All Committee members are under a duty to declare any potential conflicts of interest, pecuniary and non-pecuniary interests that may arise. It is imperative that the Council always remains open and transparent. All interests will be recorded in the minutes.

## **7. Review of Terms of Reference**

Terms of Reference shall be reviewed annually. The latest legislative updates and best practice guidance must be incorporated into the Terms of Reference. Terms of Reference must be referred to Council for approval.

All Terms of Reference must indicate when last approved.

<b>Version</b>	<b>Owner</b>	<b>Date Approved</b>	<b>Minute ref</b>	<b>Website Updated</b>	<b>Next Review</b>
V1	Town Council	29 March 2022	21/246	06/04/2022	2023
V2	Town Council	18 July 2023	23/053	27/07/2023	2024
V3	Town Council	30 August 2023	23/070	19/09/2023	2024