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**Dent with Cowgill Parish Council Policy and Resources Committee**

**Terms of Reference**

1. **Overall Function –** The purpose of the Policy and Resources Committee is;
	1. to manage the resources of the Parish Council and to write and amend policies for the council
	2. to formulate and recommend an annual budget to the Parish Council and to monitor expenditure against the budget
	3. to make recommendations for future spending
2. **Relationship to the Parish Council**

The Policy and Resources Committee is a committee of Dent with Cowgill Parish Council. The setting and monitoring of a budget and precept is the responsibility of the Parish Council. The Parish Council also has responsibility for keeping accounts and obtaining insurance, including public liability insurance. In order to manage it’s resources and policies most effectively, the Parish Council receives recommendations from the Policy and Resources Committee on the matters described in these terms of reference.

1. **Meetings**
	1. Meetings shall be held in public with agendas notified in advance and minutes taken, in accordance with Parish Council procedures
	2. The Parish Council shall receive the minutes of each meeting
2. **Membership and Quorum**
	1. The committee shall consist of four members. Of these, one shall be the Chair to the Parish Council, one shall be the Vice-Chair to the Parish Council and two shall be members of the Parish Council.
	2. The quorum for the committee shall be three members.
	3. In the event that a quorum cannot be made due to apologies being received, each member of the committee shall be entitled to nominate a substitute councillor to attend on his/her behalf. Such nomination must be received with the written apologies of the councillor who is unable to attend.
3. **Chairperson**
	1. The Chairperson will be elected at the first meeting held after the Annual Parish Council meeting in May each year.
4. **Specific Functions and Powers –** The committee shall be responsible for making recommnedations on:
	1. Setting and monitoring of the annual budget and precept request
	2. Writing and amending the policies of the council as required
	3. Carrying out risk assessments as appropriate
	4. Advising the Parish Council on insurance requirements
	5. Advising the Parish Council on future spending
5. **Finance**
	1. The committee shall be authorised to spend up to £500 in each financial year without reference to the full Parish Council.
	2. The committee shall be responsible for recommending annual budget proposals to the Parish Council, and administering the budget allocation
	3. The committee shall conduct its financial affairs in accordance with the legislation that governs Parish Council procedures
	4. The committee may seek additional money for specific projects by applying for grants and by fundraising. Decisions about how money raised in this way, is to be made by the committee
6. **Support**
	1. The Clerk to the Parish Council shall act as the clerk to the committee
7. **Review**
	1. The committee shall report on its work at the full Parish Council meeting following each committee meeting and to the Parish Council’s Annual Meeting each March

Adopted by the committee on:………………………..

Signed:………………………………………………………….

Chair to the Committee