

# LITTLEPORT PARISH COUNCIL

The Barn, Main Street, Littleport, CB6 1PH



## TERMS OF REFERENCE FOR:

### Resources Sub-Committee

#### 1. Membership

The Resources Sub-Committee shall consist of no less than 8 Councillors. Such membership to be confirmed on an annual basis at the Annual General Meeting of the Parish Council.

#### 2. Chairman

One Councillor shall be elected Chairman of the Sub-Committee at the first meeting of the Sub-Committee following the Annual General Meeting of the Parish Council. The Chairman shall serve a term of 2 years unless it is a year where elections are due to take place in which event the Chairman will serve for 1 year only.

#### 3. Quorate Number

The Sub-Committee shall be deemed quorate upon the attendance of no less than 3 Councillors consisting of members of the Sub-Committee.

#### 4. Frequency of Meetings

The Sub-Committee shall meet no fewer than 10 times during a financial/civic year, one of said meetings will consider the amount of Precept required for the full Parish Council (to include all sub-committee requests) prior to submission to the District Council.

#### 5. Areas of Responsibility

The following topics shall be deemed to fall within the responsibility of the Resources Sub-Committee:

- Confirmation of payments made and to be made on behalf of the Parish Council
- Confirmation of annual accounts prior to submission to Full Council
- Tender exercises
- Grant determination (twice a year – March and October) – Extraordinary meetings to be called to cover grant determination specifically
- Staffing matters (to include recruitment, dismissal, grievance etc.)
- Training issues
- Office equipment
- Operation and maintenance of the Parish Council's CCTV system in accordance with adopted protocol
- Operation and maintenance of the Parish Council's ICT system in accordance with adopted protocol

#### 6. Communication Lines

If any member of Littleport Parish Council wishes to have an item, within the stated remit of the Sub-Committee, placed on an agenda they must, in the first instance, liaise with the Chairman of the Sub-Committee.

7. Power of Determination

The Resources Sub-Committee shall have no powers of determination. Any recommendation from the said Sub-Committee shall be put to the next available Full Council meeting of the Parish Council for determination.

Adopted by Littleport Parish Council at their AGM held on 15<sup>th</sup> May 2017.

Signed: .....  
Chairman