

## **TERMS OF REFERENCE OF POLICY & RESOURCES COMMITTEE**

- Be responsible for the monitoring of the budgets of the Council to ensure expenditure is within the budgetary limits and income is being met, as agreed by Council.
- Consider and agree any proposed budget virements
- Monitor the bank balances, general reserves and investments/deposits of the Council
- Determine and monitor ear marked reserves and consider amendments when appropriate
- Responsible for the investment strategy of the Council and agreeing to new investments/deposits
- Monitor and agree arrangements for required Council insurances
- Be responsible for determining all grant applications within its budgetary limits and within the approved grant aid policy
- Host a finance/budget workshop in September/October each year, prior to the formulation of the draft budget and precept request for the ensuing year
- To be responsible for the corporate development of policies of the Council to include policies with regard to Hampshire's Green Town development
- Be responsible for all staffing matters including policies, recruitment, pay levels etc. (excluding the appointment of the Town Clerk) including staff policies, recruitment, the handling of all grievance and disciplinary issues including dismissal (except for the Town Clerk).within budgetary limits
- To be responsible for considering and responding to corporate consultations from outside agencies (excluding planning & highway matters)
- Responsibility for two sub committees with their own delegated functions – Consultation Sub Committee (corporate consultations excluding planning and highway consultations; that cannot be considered by this Committee due to tight deadlines) and Staffing Sub Committee
- To invite external agencies to give presentations to meetings to develop polices
- Be empowered to liaise with anybody, organisation or department of any local authority or utility board on any matter within the Committee's area of responsibility.

## **TERMS OF REFERENCE OF AMENITIES COMMITTEE**

Responsibility for the management of all the assets managed by the Council to include:

- The repair, maintenance, management and developments of all Council facilities and amenities within budgetary limits
- Determination and monitoring of service contracts for grounds maintenance, litter collection and play inspections within budgetary limits
- Determine charges, letting conditions and licences for the use of Council facilities and amenities
- Determine funding and service level agreements with the Deadwater Valley Trust within budgetary limits
- The management of any new green space (created out of the Town's development) that is passed over to the Council and to delegate this to a new green space sub-committee
- Advising Policy & Resources Committee on any recommended changes to Ear Marked Reserves on Council facilities and amenities
- Be empowered to liaise with anybody, organisation or department of any local authority or utility board on any matter within the Committee's area of responsibility.

## **TERMS OF REFERENCE OF PLANNING & HIGHWAYS COMMITTEE**

- To consider all planning applications and appeals affecting the Parish and to provide its comments to the planning authorities within the statutory time limits imposed.
- To consider & respond on highway and associated authorities and utility boards on matters relating on all local and district highways, road safety, footpaths and similar matters affecting the Parish.
- Delegate the Chairman or Vice Chairman to represent the Council at planning meetings of principal authorities.
- Delegate the Chairman or Vice Chairman to represent the Parish at any public or other inquiry by Government or other public body under any act relating to development control or any other aspect of planning and highway matters
- At the discretion of the Committee, refer any such applications to Full Council as is considered necessary.
- Be empowered to liaise with anybody, organisation or department of any local authority or utility board on any matter within the Committee's area of responsibility

