



GOVERNANCE AND RESOURCES COMMITTEE

TERMS OF REFERENCE 2025-26

Membership of Committee

- This Committee is made up of the Chair and Vice-Chair of the Town Council, plus the Chairs of each Committees, and additional members elected at the Annual Town Council Meeting. The Committee shall consist of nine members in total.
- Four Members of this Committee shall constitute a quorum.
- Non-Committee members may attend meetings and speak at the Chair's discretion but shall not vote.

Frequency of Meetings

- The Committee shall meet at least six times per municipal year.
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

The Governance and Resources Committee has delegated authority (Local Government Act 1972 S101) to:

Policy

- a) Develop policy for recommendation to Council.
- b) Regularly review the Council's Standing Orders and Financial Regulations recommending amendments for ratification by Council.
- c) Implement and operate the Council's Public Sector Equality Duty.
- d) In all considerations and actions, adhere to the Council's adopted Corporate Strategic Plan.
- e) Review all policy documents pertaining to this Committee.
- f) Review the Draft Annual Report prior to submission to Full Council.
- g) Manage matters relating to the Council's offices including contracts such as IT and telecoms.
- h) Advise on the making of any byelaws not specifically the responsibility of any other Committee or principal authority.
- i) Respond on behalf of the Town Council to consultation documentations relevant to the Committee's activities.

Finance

- a) Implement and manage all Town Council bank accounts, investment policy and reserves (general and earmarked).
- b) Monitor and recommend to Council the write off of irrevocable amounts.
- c) Consider and recommend to Full Council the financial implications and funding of any major capital works.
- d) Consider and recommend to Full Council a capital programme.
- e) Consider and recommend to Full Council a medium to long term financial plan.
- f) Resolve actions incurring expenditure within its budget.
- g) Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Town Council.
- h) Conduct a half yearly appraisal of the budgets based on September figures.
- i) Receive estimates of expenditure in December for the forthcoming financial year from other committees of the Council, to set a recommendation for the Precept for approval by full Council.
- j) Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- k) Work with Central Bedfordshire Council regarding the allocation of S106 contributions on Planning Applications to ensure that the S106 spend is on projects the Town Council has prioritised for the improvement of the town's infrastructure.
- l) Ensure S106 funds are spent within the period stipulated in any S106 agreement for the improvement of the town's infrastructure.

Audit, Risk Management and Insurance

- a) Set up and monitor internal control systems for Council expenditure oversight.
- b) Regularly review the Internal Audit arrangements and monitoring reports, making recommendations to Council.
- c) Regularly review Risk Management arrangements and make recommendations to Council.
- d) Monitor and review the Council's insurance policy and asset register.
- e) Monitor and review risk management and health and safety issues.

Democratic

- a) Approve Member attendance at training events, seminars, conferences, external meetings.
- b) Approve matters relating to civic functions, civic regalia, and the role of the Town Mayor (and deputy).
- c) Receive details of the Mayor's accounts
- d) Matters relating to elections and electoral wards.

Grants

- a) Approve or refuse grant applications in accordance with Council policy.
- b) Regularly review the effectiveness of the Grant scheme.

Human Resources

- a) Oversee the staffing structure and staffing budget, ensuring alignment with Council objectives
- b) Review staff sickness at least once a year.
- c) Appoint two councillors to undertake the Town Clerk's annual performance appraisal including target setting, training needs identification and Clerk's job description review.
- d) To oversee the conditions of service for employees.

- e) To monitor staff contracts of employment, terms and conditions and policies relating to the employment of staff including but not exclusively:
 - Absence management
 - Performance management
 - Pension arrangements
 - Staffing levels
 - Staffing policies and staff handbook
- f) Review staff salaries and contracts when information from NALC is available.
- g) Form sub-committees for staff appointments, grievances and appeals as required.

This Committee may recommend to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to act on relevant matters.

Adopted at the Annual Town Council Meeting 7 May 2025