

# **Meopham Parish Council Administration and Resources Committee Terms of Reference**

Approved by Full Council 23.05.2017

## **1. Objective**

- 1.1. The Administration and Resources Committee is established to manage, review and oversee the administration arrangements of the Council and this shall include (but not be limited to) the following responsibilities: internal procedures including Standing Orders, policies, risk management, Emergency Plan, the financial accounts and audit arrangements, Standing Committee budgets and expenditure, contracts, administration costs, office equipment, systems and software (including the website), member and staff training, publications and any other administrative tasks allocated by the Council.
- 1.2. The Committee may determine planning application recommendations to the LPA.

## **2. Membership**

- 2.1. The Committee shall consist of up to **SEVEN** Councillors, which will include the Parish Council Chairman, and where possible, 2 members from each Ward, appointed at the Annual Council Meeting each year in May
- 2.2. The Chairman and Vice Chairman will be elected at the Annual Council Meeting in May.
- 2.3. The Quorum for a meeting will be a minimum of three Councillors

## **3. Meetings**

- 3.1. The Committee meets at least 4 times per annum
- 3.2. The Parish Council will produce a Schedule of Standing Committee Meetings at its Annual Council Meeting in May
- 3.3. The Committee will have no meeting in August unless for urgent business

## **4. Voting**

- 4.1. The Councillors' Code of Conduct will apply to all members of the Committee
- 4.2. The conduct of the meetings (declarations of interest, debate, voting etc) will be governed by the Council's Standing Orders.
- 4.3. Decisions will be taken by a majority vote

## **5. Rights and Powers**

- 5.1. The Committee will have limited delegated powers to:
  - 5.1.1. to spend up to the limit of its designated budget heading or make a virement amongst them
  - 5.1.2. make recommendations to the Council for consideration and approval
  - 5.1.3. Take action on behalf of the Council on the matters specified in 6.2

- 5.2. The Committee may appoint appropriate sub-committees or working group(s) and their members to facilitate the work of the committee unless previously appointed by the council.
- 5.3. The Committee may convene special meetings in accordance with the Council's Standing Orders
- 5.4. The Committee may delegate actions to employees, as per appendix 1, to be carried out in consultation with the Chairman and Vice Chairman of the Committee.

## **6. Responsibilities**

- 6.1. The Committee is responsible for the production of written estimates of the proposed expenditure by the Committee for the next financial year, broken down under a number of budget headings, for submission to the Full Council for approval.
- 6.2. The Committee is to take action on behalf of the council on the following:-
  - Risk Management
  - Emergency Plan
  - Publicity and Media Relations
  - Parish Website
  - Accounting and Audit Arrangements
  - Training
  - Planning applications
  - Approval of contracts for up to £5000 and up to 3 years duration, provided that the proposal has been approved by the relevant committee
- 6.3. To advise the Council on the following:-
  - Standing Orders
  - Policies
  - Contracts
  - Setting of Standing Committee Budgets
  - Approval of Annual Accounts
  - Contracts over £5000 or greater than 3 year's duration
- 6.4. To monitor the following on behalf of the council and make any necessary recommendations:-
  - Administration Costs
  - Internal Procedures
  - Standing Committee Expenditure
- 6.5. When recommending undertaking a new activity/event/service provision to MPC, the Committee will provide an assessment of potential risks/benefits and estimated cost of the undertaking

## **7. Training**

- 7.1. Members of the Committee are encouraged to attend training as appropriate for the Administration and Resources Committee