

**TERMS OF REFERENCE FOR WEDMORE PARISH COUNCIL’S POLICY AND RESOURCES COMMITTEE**

**MEMBERSHIP**

* Up to 8 Councillors to include Committee Chair or Vice Chair
* Chair, Vice Chair and membership of the Committee will be decided at the Parish Council Annual Meeting.

**QUORUM**

• A Quorum will be 3 Councillors to include Chair or Vice Chair.

**MEETINGS**

* The Committee will meet as required in the Parish Rooms if this is not possible will meet via Zoom or similar.
* A record of all discussions will be recorded in the minutes.
* The Clerk will minute all meetings of the Committee and the minutes will be submitted to Councillors for adoption at the next Full Parish Council meeting.

**DELEGATED POWERS.**

* The Committee has delegated powers to consider all matters relating to policy an facilities owned and operated by the Parish Council.
* The Chair has authority to authorise additional funding relating to repairs, professional fees relating to and existing project and proposed improvements, repairs, materials, paint, timber etc up to the value of £1,500, as highlighted by the Clerk.
* Any proposed fees or costs over the value of £1,500 shall be subject to ratification by full Council.

**POWERS AND RESPONSIBILITIES**

* To review policies as per the Policy schedule for recommendation to the full Council
* To identify the need for new services and facilities and make recommendations to the full Council
* To advise the Council on any policy changes in the Council’s management or administrative procedures.
* To manage and maintain expenditure for maintenance and determine emergency repairs, safety and upkeep of the Council’s buildings and premises.
* The Chair has authority to approve minor urgent work in relation to Health and Safety matters in the absence of the clerk.
* To consider all contracts and tenders and recommend to full Council.
* To consider all material considerations, plans, quotes and schemes of work.
* To study relevant plans, visit relevant sites if deemed necessary and consider any comments from members of the Parish before coming to a decision.
* To monitor the general environment of the Parish itself and the Parish assets as set out in the Asset Register.
* To respond to any issues raised by members of the Parish, whether Councillors or members of the public.
* To always consider the Green Charter and how it relates to Council facilities.

Date of Issue
Date of next review 2023