Bargoed Town Council

**POLICY & RESOURCES COMMITTEE**

**MEMBERSHIP AND TERMS OF REFERENCE**

1. **Functions/Responsibilities**
2. To consider issues affecting policies of the Town Council.
3. To revise existing Council policies and to devise new policies as and when required.
4. To consider aspects of management of resources including the consideration of budget monitoring reports and the preparation of the draft annual budget.
5. To review financial regulations and to undertake an annual risk assessment review.
6. To be responsible for all personnel matters affecting the Council.
7. To make recommendations to the full Council.
8. **Membership**
9. The Committee shall be re-appointed at the Annual meeting of the Town Council.
10. Eight Members of the Council shall be members of the Committee.
11. The Deputy Mayor of the Council shall be appointed at annual meeting as chairman of the Committee.
12. **Quorum**
13. No business may be transacted at a meeting unless at least 3 Members of the Committee are present.
14. **Standing Orders**
15. The Town Council’s Standing Orders will apply to all meetings of the Committee.
16. In accordance with Standing Order 7 this Committee has full delegated powers and reports to full council.
17. **Meetings**
18. Meetings will take place a minimum of 3 occasions each year (extra meetings will be held as necessary).
19. The Code of Conduct adopted by Council shall apply to Councillors in respect of the entire meeting.