



KETLEY PARISH COUNCIL

TERMS OF REFERENCE

RESOURCES COMMITTEE

Membership

Five (5) members of the Council excluding those appointed to the Finance Committee

Purpose of the committee

The Resources Committee will have responsibility for the effective management of all council resources including staff, facilities and fixed assets

Aims and objectives

The role of the Committee is as follows:

- To oversee the management and administration of Ketley Community Centre
- To deal with all issues relating to employment including recruitment, health & safety and training
- To oversee the effective operation, management and maintenance of the Garden of Rest cemetery
- To ensure compliance with the terms of the lease on the former Infants school
- To review the street light, bus shelter and grit bin inventory annually and make recommendations to the Finance Committee on any expenditure
- To oversee the operation and maintenance of the community garden
- To consider and make recommendations on matters arising in respect of the tripartite agreement on Ketley Paddock Mound to the Quarterly Management Meeting

Meeting arrangements and frequency

Meetings will be held bi-monthly on the first Wednesday of that month commencing at 6:30pm in the Parish Office unless otherwise stated on the agenda. A calendar of meetings will be agreed at the annual council meeting, however additional meetings may be scheduled or cancelled in accordance with business. Election of the committee chairman will be the first item of business at the inaugural meeting of the committee. The Clerk will record meetings. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.

Quorum

A minimum number of three committee members are required for decision-making purposes.

Reporting and accountability

The group will be a sub-committee of the Council and as such will refer any matters to the council that are deemed significant enough to require full council consideration or approval.

Review arrangements

The committee will be a standing committee of the Council. The appointment of the committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the committee as required. The committee must refer any review or amendment of the Terms of Reference to the council.