Grappenhall and Thelwall Parish Council
Resources Committee

Terms of Reference

(Adopted at Parish Council Meeting 16th July 2026 V6)

1. Background

1.1 The Committee is constituted as an Executive Standing Committee of Grappenhall and Thelwall Parish Council (the Council) in accordance with Standing Order 15a.

1.2 The membership of the Committee shall comprise a minimum of 6 members elected at the Annual Parish Council Meeting held in May, or at such other times as appropriate.

1.3 The Chair of the Committee shall also be elected at the Annual Parish Council Meeting in May.

1.4 The quorum of the Committee shall be 3 members.

2. Conduct of Meetings

1.5 Meetings of the Committee will be held in accordance with Local Government legislation as set out in the Council's Standing Orders, Financial Regulations and other such policies of the Council.

2.2 Members of the Committee will be bound by the Council's Code of Conduct.

2.3 There will be a minimum of four meetings in any financial year. Additional meetings may be called by the Clerk to the Council or the Chair of the Committee to consider necessary business or if requested by two Councillors.

2.4 Meetings of the Committee will be supported and minuted. The minutes of the Committee will be tabled for approval at the following meeting of the Resources Committee and received at the next meeting of the Council. The minutes of the Committee will be placed on the Council's website.

3. Confidentiality

3.1 Where the nature of the business to be transacted by this Committee is of a confidential nature the public and press may be excluded by resolution at the commencement of the meeting. All matters appertaining to the employment of named staff are confidential.

3.2 Members must be mindful of the confidentiality of employer-employee discussions and financial matters.

4. Purpose of the Committee

4.1 Finance

a. To develop a draft budget for each financial year and submit the budget for approval to the Council for onward submission to Warrington Borough Council by end January.

b. To monitor and review the overall financial performance of the budget against estimates (capital and revenue) and report such findings to the Council.
c. To ensure that the information required for internal/external audit is prepared correctly, presented within the timescales necessary to comply with the Financial Regulations and that action is taken to ensure the implementation of any measures recommended by the Internal and External Auditors.
d. To monitor and review policy regarding financial procedures including banking arrangements and make recommendations to the Council where necessary.
e. To review the Council's Financial Regulations as necessary in accordance with Section 2.4 of the revision of the Financial Regulations and to ensure compliance with the Council's Financial Regulations.
f. To approve changes to the investments of the Endowment Fund for the Grappenhall Heys Walled Garden as required from time to time, subject always to such changes being covered by the Council Investment Strategy in accordance with Min 176 of the Council on 23 February 2006.
g. To review the Council's Investment Strategy Policy and make recommendations where necessary to the Council.
h. To review the Council's Risk Management Policy prepared in accordance with the Financial Regulations by the Clerk to the Council/Responsible Financial Officer and make recommendations to the Council where necessary.
i. To review annually a Financial Risk Assessment and make recommendations to the Council where necessary.
j. To review annually the Parish Asset Register and ensure its accuracy.
k. To make recommendations on expenditure to the Council other than that specified as delegated to the Resources Committee from the designated budget in point l below or that specified to any other duly delegated Committee.
l. No expenditure may be incurred which will exceed the amount provided in the appropriate class of expenditure which has a revenue budget heading and that payment will not cause such budget to be overspent unless approved by the Council. All expenditure approved by the Resources Committee will be advised to the next meeting of the Council. Only the Council can approve grant applications.

4.2 Staffing

a. To review staffing structure and levels and make recommendations to the Council on changes where necessary.
b. To review staff salaries, contracts of employment, job descriptions and person specifications and make recommendations to Council on changes where necessary.
c. To agree any renumeration for ad hoc payments to staff.
d. To consider and make recommendations to the Council on matters relating to recruitment.
e. To deal with grievances or disciplinary matters, or to deal with other personnel issues on instruction of the Council.
f. To review all staff related policies and procedures including recruitment procedures; disciplinary procedures; appeals procedures; grievance procedures and health and safety at work .
g. To ensure the Council complies with all legislative requirements relating to the employment of staff.

5. Delegated Powers

5.1 Members will be advised by the Clerk/Assistant Clerk to the Council whether or not a particular item under discussion is within the Committee's delegated powers.

5.2 If it is within the Committee's delegated powers the minute will record the decision as **Resolved.** If not, then the minutes will record the decision as **Recommended** and it will be brought to the attention of the Council for decision when tabling the Committee minutes.

6. Terms of Reference

6.1 These Terms of Reference will be reviewed on an annual basis to ensure the needs of the Council continue to be met.