

Woughton Community Council

Operations and Resources Committee

Terms of Reference and Delegated Powers

1. The Operations and Resources Committee is a committee of the Full Council and shall operate within the terms of reference set by Woughton Community Council.
2. Full Council to determine the appointment of members from time to time.
3. The quorum shall consist of 3 (three) members.
4. The Committee may co-opt any person who is not a member or officer of Woughton Community Council and shall have no voting rights. Each appointment will be reviewed at the annual meeting of Council in May.
5. That every member must attend any training session(s) that have been arranged that relates to the functions and or duties of the committee, up to six (6) months after appointment. *This includes undertaking the BMKALC Finance Training as a minimum.*
6. The Committee shall determine appropriate budget headings for the Community Council and all matters appertaining to budget consultations and will coordinate budget preparations generally, bringing final proposals to the Council at its January meeting.
7. The Committee shall monitor income and expenditure against the budget on a regular basis, shall approve virements as allowed under the financial regulations. It may recommend any review of the budget deemed necessary, and a half yearly review of the budget shall be undertaken each October.
8. The Committee shall ensure that the Council's financial procedures and systems are reviewed from time to time and that the Council abides by all statutory requirements in relation to its accounts and finances.
9. The Committee shall recommend to the Council all financial matters it feels are appropriate including an annual review of Financial Regulations.
10. The Committee shall review the Council's relevant procedures and priorities from time to time and shall make appropriate recommendations to the Council. *This shall include, but not be limited to, Annual Risk Register, Asset Register and policies relating to Financial Regulations and oversight.*
11. The Committee shall undertake all issues relating to premises and equipment owned leased or rented and also any annual hire charges relating thereto.

12. Working within the Financial Regulations of the Council, the Committee shall have powers to:

- To approve and determine expenditure within budgets controlled by the committee.
- To approve training expenditure up to a maximum of £2,000 to any one body at any one time (any amounts larger than this may be recommended to Council for approval).

13. The Committee shall be empowered to take any decision not prescribed by legislation or standing orders or the financial regulations of the Council that is not within the terms of reference of any other committee.

Last review date:	May 2023
Next review date:	May 2025
Lead:	Council Manager
Overseeing Committee:	Full Council
Approved:	
Review cycle:	Annually