



# Ingatestone and Fryerning Parish Council

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## Ingatestone and Fryerning Parish Council Policy and Resources Committee Terms of Reference

These Terms of Reference were approved at Full Council on 10<sup>th</sup> May 2018.

### Prime Objectives

1. To supervise the operational and financial planning activities of the Council as a whole. Ensure that the actions taken by the Council do not contravene statute or any other regulations. Provide and maintain Standing Orders, Financial Regulations and Terms of Reference within which committees and the Council should operate. These objectives should be achieved within the constraints of the annual budget (see below).

### Key Tasks

2. **Financial** - Prepare an annual budget for the committee and consolidate one for the Council as a whole, to an agreed timetable established by this committee, for approval by the Council. Monitor performance against budget, ensuring that Financial Regulations are observed.
3. **Contracts** - To review all contracts, drafted by Parish Council committees, for ratification on contractual matters.  
Note. The Policy and Resources Committee has no other interest in the general content of contracts, as they fall under the responsibility of the other committees
4. **Audits** - Ensure an internal audit, approved by our auditors, is carried out annually, and that all necessary material is available for the external audit.
5. **Office Equipment** - Check that the Parish clerk and staff have adequate equipment. Make recommendations to the Council for any changes or additions required.
6. **Precept** - Based on the budget developed in 2 above, recommend level of Precept to Council.
7. **Elections** - To take responsibility for liaising with the Borough Council for all matters to do with elections of the Parish Council, ensuring consideration is given to ensuring appropriate publicity is organised in advance to encourage the nomination of candidates.
8. **Major Projects** - In conjunction with other committees, identify projects that would significantly enhance the Parish and its community. Ensure its implementation.
9. **Local Council Award Scheme** – Lead the Council's activities to ensure that all the necessary procedures are in place to allow Ingatestone and Fryerning Parish Council to obtain a Local Council Award

10. **Best Value** - Ensure that the Council adopts procedures that adhere to the principles of best practice and value.
11. **Community Relations** – To provide support and advice where applicable to appropriate community activities that parishioners wish to organise
12. **Communications** - Prepare and arrange printing and delivery of newsletters and other publications develop and maintain the website.
13. **Merchandise** - Look for new products and monitor stock, ensuring that there are adequate supplies, particularly for the Horticultural Show.
14. **Youth Council** - Receive regular updates and an Annual Financial Report from the Youth Council on spend and budgets. Provide assistance and guidance where requested.
15. **GDPR / Data Protection 2018** – to take the lead on data protection matters on behalf of the parish council and to report back to full council when necessary.  
Note: the parish council as a whole is responsible for data protection but for this committee will take the lead for administrative purposes. (added April 2018)

**Table of amendments approved September 2016**

Reference number	Action
1	Removed: Take responsibility for events and other activities initiated by the Council, although dealt in finer detail by the Events Committee
3	Removed: Set a timetable for other committees to specify the items required for inclusion in maintenance, planting and other contracts. With the Parish Clerk, negotiate and approved the signing of new contracts to achieve best value for the Council. Annually review contracts with committee Chairmen to confirm their continuing relevance. Approve the terms of all formal tendering exercises.
Whole section	Removed: Staff - Undertake responsibility for all staffing matters, including compliance with employment law, staff training, development and recognition. Review recommendations for salary increases (with the Clerk for other staff) and make recommendations to the Council. Nominate a personnel sub-committee from its members each year to handle issues such as annual leave, sickness, grievances and disciplinary matters.
Whole section	Removed: Grant Applications - Act as the prime contact for external applications for funding for Parish Council projects. Where appropriate, work with the relevant committee to develop and progress the grant application.
Whole section	Removed: Correspondence - Answer all relevant correspondence quickly and check that any resulting actions have been implemented on a timely basis.