

**Newport Town Council Resource & Finance Committee**  
**Terms of Reference**

- The Committee will comprise of up to 5 (but not fewer than 3) Members.
- Where the Mayor or Deputy Mayor choose not to be a members of the committee they are non-voting ex-officio members.
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following role and functions:
  - To determine all the resource requirements of the council and make recommendations to the council. Resources include finances, land and property, employees and contractors;
  - To issue, vary and terminate employment contracts.
  - To oversee statutory employment related issues including pensions health & safety and disciplinary and grievance procedures
  - To recommend to the council an annual budget and precept;
  - To regularly monitor income and expenditure and to make any recommendations to the council.
  - To approve short-term (less than 13 months) investment of balances.
  - To incur and authorise expenditure not otherwise delegated to another committee or an employee.
- The Committee may delegate any of its functions to an officer of the Town Council.

***Reviewed at a meeting of the Town Council held on Wednesday 2<sup>nd</sup> May 2018***