

Dear Councillors

You are summoned to attend a meeting of the Resources Support Committee of Great Boughton Council at **6.30pm on Tuesday 23rd April 2024** at United Reform Church, Green Lane, Vicars Cross.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend. Please note that the parish council do not record their council meetings but are aware that outside bodies may do so and may share them publicly, by joining this meeting, you are agreeing to this.



Clerk to the Council

AGENDA

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| 1  | Attendance and apologies: *to note the attendance and accept any apologies*   |
| 2  | Open Forum: *An opportunity for local residents to raise issues or ask questions.*   |
| 3  | Declarations of Interest:  *To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.*   |
| 4  | Committee Feedback: *To agree the Terms of Reference of the Committee (attached) and consider membership and name of committee (Support? Resources?) in light of recent Committee discussions.*   |
| 6  | Asset Report: *to receive an update on any anticipated expenditure on council buildings, land or property –* 1. *Electrical issues at Vicars Cross Community Centre*
2. *Refurbishments at Caldy Valley Neighbourhood Centre*
3. *Adult Gym equipment and shelter at Thackeray Drive*
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| 7 | Finance: *to scrutinise the end of year bank reconciliation and bank statements.* |
| 8  | Information Exchange:   |
| 9  | Delegated decisions to report to council:   |
| 10  | Recommendations for council:   |
| 11  | Date of next meeting: Tuesday 4th June at 6.30pm at United Reform Church, Green Lane |

**Service Support Committee**

**Terms of Reference**

## Purpose: To oversee and administer the Councils resources

## Key responsibilities

1. To ensure robust budget monitoring and financial planning in order to ensure that audit, financial regulations and legal requirements are met.
2. To ensure that all planning applications are considered and councillors comments collated and reported if relevant to the scheme.
3. To consider outside body consultations eg CWaC, Cheshire Police and compile responses on behalf of the parish council
4. To monitor the condition of parish council owned buildings, open spaces and resources and ensure that they are fit for purpose, maintained appropriately and inspected in line with legal requirements and maximise environmental sustainability
5. To oversee a training programme for councillors, ensuring that all have the opportunity to take part.
6. To ensure that the communication and promotion of the council complies with the Council’s Communication Policy.

## Membership

Membership will consist of Councillors from Great Boughton Parish Council. The Committee also may co-opt members of the community to add expertise to the group.

## Frequency of meetings

Meetings will initially be held 6 – 8 weekly with actions progressed /delivered between meetings.

Correspondence between meetings to update on progress of actions may occur via email as well as task and finish groups on particular actions, however, NO decisions can be made via email.



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| Governance (Values) Purpose: To ensure the Council manages services, staff and volunteers in accordance with the law. Functional responsibilities: * Precept, Budget planning and Scrutiny
* Standing orders
* Code of Conduct
* Values
* Staffing
* Risk assessment
* Health & Safety
* Partnership agreements
* Policies & procedure
* Legal compliance
* Local Audit & Annual Governance Return

Task & Finish Groups: (convened when needed) Staffing Performance & Standards  |  | Service Support (Resources) Purpose: To oversee and administer the Councils resources Functional responsibilities: * Budget monitoring
* Project plans
* Property costs
* Parish Planning
* Consultations
* Training
* Equipment
* Owned open spaces
* Planning Applications
* Communication & promotion of council

Task & Finish Groups: (convened when needed) Budget planning & monitoring Planning Consultation   |

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| Service Delivery (Environment) Purpose: To plan, oversee and administer the services offered to and in support of our Community Functional responsibilities: * Vicars Cross Community Centre (VXCC)
* Caldy Valley Neighbourhood Centre

(CVNC) * Events
* Publicity
* Traffic issues
* Sustainability • Environment
* Joshes Jumps

Task & Finish Groups: (convened when needed)   |

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Each Committee will have delegated powers to spend upto £1000 at any one time from their allocated budgets and will meet 6 weekly initially, with the full parish council acting as the Scrutiny Board and meeting monthly.