



## **POLICY AND RESOURCES COMMITTEE**

### **TERMS OF REFERENCE**

This committee will be subject to the General Terms of Reference for Committees, together with the following:

1. To prepare and monitor a business plan covering a minimum of 3 years.
2. To develop and review the Town Council's Strategic Plan, taking into consideration other relevant documents such as Neighbourhood Plans, Swale Local Plan, and Environmental Policies of Swale Borough Council and Kent County Council.
3. To review the Council's financial and treasury management activities and supervise the investment of funds with consideration to the Financial Services Compensation Scheme.
4. To determine the overall strategic asset management priorities on a medium-term basis by maintaining an asset management plan to consider the acquisition of assets.
5. To oversee a performance management process and regularly review policies and resources of the Town Council.
6. To regularly review the Risk Assessment Management Plan.
7. To make recommendations to the Town Council on matters which do not fall within the powers and duties of any other Committee.
8. To determine a budget strategy and make recommendations to the Town Council on the annual financial estimates and the Council's precept as to how these should be determined consistently with the Council's general priorities and policies.
9. To make recommendations to the Council on any capital programme, including content, phasing and monitoring.
10. To consider and make recommendations to the Council on any policy documents received from other organisations that are outside of the scope of other Committees and affect the area.
11. To direct and control insurance in respect of the Council's property, employees, events, volunteers and members.
12. To recommend to the council the making of grants to organisations and individuals.