HASSOCKS PARISH COUNCIL

POLICY RESOURCES & COMMUNICATIONS COMMITTEE

TERMS OF REFERENCE

Membership of the Policy Resources & Communications Committee

1. The Policy Resources & Communications Committee comprises of nine Council members and is subject to a quorum of a minimum of three members.

2. Membership of the Committee will be decided at the Annual Parish Council meeting each year, subject to the proviso that the Chair and Vice-Chair of the Parish Council shall, in any event, be ex officio members.

Chairperson

3. The Chair of the committee will be elected by the committee at its first meeting after the Annual Parish meeting.

4. The Vice-Chair of the committee will be elected by the committee at its first meeting after the Annual Parish meeting.

Conduct of Meetings

5. All meetings of the Policy Resources & Communications Committee will be convened in accordance with the Parish Council's standing orders.

6. Meetings will be minuted by the Clerk/Deputy Clerk to the Council or another member of staff.

Responsibilities

7. To make recommendations to Full Council in respect of Standing Orders/Financial Regulations and the functions of Committees and Sub-Committees.

8. To make recommendations to Full Council in respect of overseeing all issues relating to Council employees including making recommendations to full Council in respect of the appointment and dismissal of the Parish Clerk.

9. To make recommendations to Full Council in respect of dealing with matters relating to the general day-to-day administration of the Council.

10. To make recommendations to Full Council in respect of dealing with matters specifically referred by the Council or any committee and with all matters not specifically referred to or delegated to any other committees.

11. To make recommendations to Full Council in respect of dealing with the terms and conditions of service of the Council's staff and making appropriate recommendations, relying on the National Association of Local Councils where

appropriate.

12. To make recommendations to Full Council in respect of any legal agreements, leases and licenses that the Council might enter into.

13. To receive the budget recommendations of committees and recommend to the Council the precept for the next financial year.

14. Financial oversight through quarterly budget monitoring and verification of bank account transactions.

15. To monitor the availability of Section 106 and CIL Funds and to respond on behalf of Council to non-Council applications for Section 106 funding.

16. To oversee the provision of training for Councillors and staff development.

17. Responsibility for the overall management and content of the Parish Website, social media and print communications.

18. Audit /Governance and the report of the Auditor.

19. To review the Councils policies to ensure they remain compliant with current regulations and reviewed in the context of local needs.

20. Oversight of quarterly Chair's meetings to ensure delivery of an up-to-date Business Plan.

Financial Responsibilities

21. Policy Resources & Communications Committee shall be empowered to: Authorise expenditure provided such expenditure is:-

22. Consistent with the responsibilities and areas of operation of the Policy Resources & Communications Committee

23. Within the budget set for Policy Resources & Communications as part of the Council's overall budget or within any additional budget for Policy Resources & Communications authorised by Full Council during the course of the financial year.

Reviewed June 2026