

GENERAL TERMS OF REFERENCE FOR COMMITTEES

Adopted: November 2023
Reviewed: June 2024



1. All Town Council Committees will comprise the number of Town Councillors stated who will be the only voting members of the Committee, except for voting rights referred to in the Non-Councillor Members Policy
2. The Chairman and, if considered necessary, a Vice Chairman shall be elected from among the Town Council Members of the Committee at the Annual Meeting held in each Municipal Year.
3. One third of the members of the Town Councillors appointed to the Committee will comprise a quorum or a minimum of 3.
4. The Committee, or its Working Group, must pay due regard to the Non-Councillor Members Policy when inviting persons with specialist skills to join the Committee as non-voting members.
5. All such appointments shall be ratified by the meeting of the Town Council immediately following the meeting of the Committee, or Working Group.
6. Persons who are not Councillors, who wish to join the Committee, shall complete an application form and declare any interests at the start of meetings.
7. All persons on the Committee must declare interests in the matters to be discussed at the start of the meeting and, if the interest is pecuniary, they must leave the room during the discussion of that matter.
8. The Committee only has delegated authority to make decisions if stated in the terms of reference to the Committee.
9. The Committee only has delegated authority to spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve to the sum of £5,000.
10. Recommendations to the Town Council must be reported to the next Council meeting for a decision.
11. The minutes of all Town Council Committee meetings shall be presented to the Town Council meeting immediately following the meeting of the Committee and the Town Council shall approve the minutes and accept or reject any recommendations of the Committee