

TOWN COUNCIL AIMS & OBJECTIVES TASK & FINISH GROUP
(Reporting to Council)

Terms of Reference

1 Advisory Powers

To consider, work-up and prioritise the aims and objectives of the 2019 administration and advise Council of the outcome having taken appropriate regard of:

- The time-frame;
- The financial implications;
- The manpower resource required;
- The officer/s involved;
- The risks involved, including any reputational risk;
- Whether, for each initiative, a Lead Councillor is appointed to 'project manage' delivery in association with officers;
- Under which Standing Committee should these initiatives come under?

1.1 Evaluating the current responsibilities of the Town Council – should they continue, should they be enhanced, or should they cease;

1.2 Determining how the Council will fulfil its obligation and responsibility to deliver the projects contained in the town's Neighbourhood Development Plan;

1.3 Scrutinise and prioritise the aspirations identified at the July 2019 Aims and Objectives Workshop;

2 Powers Delegated to the Town Clerk and Officers

2.1 To undertake any specific reviews in accordance with the above and seek specialist or professional advice when necessary;

2.1 The approval by the Town Clerk or Deputy Town Clerk of expenditure of £3,500 or less relating to any matter as a result of the Task & Finish Group's undertaking;

2.2 In the event that the budget is likely to be exceeded, the matter must be returned to Town Council for a virement of

funds as recommended by the Mayor, the Finance & Scrutiny Committee Chairman and the Town Clerk.

3 Membership

- 3.1 Membership of the Aims & Objectives Task & Finish Group shall comprise one ward member from each ward plus Clopton ward member, Councillor Fojtik, safeguarding the democratic process of opposition and the discretionary, ex-officio attendance of the Mayor;
- 3.2 If the appointed ward member is not available for a meeting, it is their responsibility to liaise with their fellow ward member who may attend as substitute;
- 3.3 The Aims & Objectives Task & Finish Group may co-opt non-voting members with relevant skills, experience and knowledge consistent with these Terms of Reference.

4 Quorum

- 4.1 The Aims & Objectives Task & Finish Group shall be quorate when no less than five voting members are present;
- 4.2 If less than five voting members are present, the meeting shall stand adjourned unless, at the discretion of the Chairman, it be considered that the meeting should continue for information purposes only. No business will be transacted nor a decision or vote taken.

5 Chairman

- 5.1 The Aims & Objectives Task & Finish Group will elect a Chairman and Deputy Chairman from amongst their number in accordance with the procedure as specified in Council's Standing Orders;
- 5.2 If the Chairman is not present, the Deputy Chairman will take the meeting. If neither is present, members will elect a Chairman for the meeting from amongst their number, unless the Mayor is present when he/she would automatically take the Chair.

6 Clerking Arrangements

- 6.1 As it is apparent that the preferred time for meetings will be outside normal working hours, it is unlikely that the Town Clerk will always be available to clerk the meetings. The Aims & Objectives Task & Finish Group will ensure that appropriate clerking arrangements are in hand from amongst their number;
- 6.2 Unless the Town Clerk has clerked the meeting, the Group shall keep notes of its transactions either electronically or in hard copy and must provide a copy to the Town Clerk who will publish them electronically, circulate them to Council and make arrangements to retain the notes on file and make them available for public inspection.

7 Frequency and Timing of Meetings

- 7.1 The purpose of working parties (panels, forums, groups) is that meetings may be called at relatively short notice at any reasonable time in order that urgent issues can be considered and business can be ongoing between Council Meetings;
- 7.2 A meeting may be held on any day of the week and at any reasonable time of day or evening;
- 7.3 A meeting will be held as soon as a quorum is confirmed and cancelled or postponed if it is apparent in advance that the meeting will not be quorate.

8 Standing Orders

- 8.1 The Standing Orders of Council will generally apply but at the discretion of the Chairman, greater latitude will be permitted in order to allow members to fully discuss issues in a less formal or prescriptive manner.

Town Clerk
Town Council 30.7.19