

# **TERMS OF REFERENCE**

## **Town Council**

### **Functions and Powers Reserved to the Town Council**

i.e. functions and powers not delegated to any committee but on which a committee may, if its terms of reference permit, make recommendations to the Town Council.

#### **1. Sustainability**

- 1.1. In the decision making process and prior to any resolution being passed, Council will first consider the environmental impact before any question is put

#### **1. Financial**

- 2.1 Approval of all estimates of income and expenditure and the setting of the Parish Precept;
- 2.2 Approval of final accounts;
- 2.3 Approval of recommendations by the Finance & Scrutiny Committee of any standing committee resolutions referred by them which may have, but is not limited to any significant financial implications on the Council.

#### **3. Electoral, etc.**

- 3.1 All parliamentary and electoral matters and constitutional matters affecting the Town Council's area, composition or generally;
- 3.2 The appointment and constitution of the Town Council's standing committees;
- 3.3 The appointment and constitution of the Town Council's sub-groups which may also be appointed and constituted by the standing committee concerned, when appropriate
- 3.4 The appointment of members of the Council to the Town Council's main committees;
- 3.5 The appointment of members of the Council to the Town Council's sub-groups;
- 3.6 The appointment of members of the Council to outside bodies (save as specified under the delegated powers of the five standing committees);

3.7 Matters affecting members generally.

#### **4. Civic**

4.1 The Senior Councillor will ascertain those wishing to be considered for election as Mayor and will refer all nominees to Council for the appointment of Mayor and Deputy Mayor;

4.2 Approval of civic functions;

4.3 All matters relating to civic insignia;

4.4 Appointment of Beadle and Macebearers;

#### **5. Risk Assessment, Standing Orders and Procedures**

5.1 All matters relating to the Town Council as a local authority affecting the risk assessment strategy, standing orders, standing orders on contracts and financial and administrative regulations.

#### **6. Land and Property**

6.1 Sales and purchases of local authority owned land and property and all matters relating thereto.

#### **7. Planning**

7.1 All matters relating to Structure and Local Plans or their equivalent including Localism, the Neighbourhood Plan and the Community Infrastructure Levy.

#### **8. Staff**

8.1 To consider and determine the numbers and grades of staff, and honorarium personnel as recommended by the HR Committee, including training, conditions of service, promotion, discipline, dismissal, redundancy, extension of service and dealings with relevant joint negotiating bodies and unions;

8.2 Determination of the staffing structure as recommended by the HR Committee;

8.3 Appointment of, and matters relating to the Terms and Conditions of contract and pay awards of the Town Clerk as recommended by the HR Committee.

## **9. Policy**

- 9.1 Any other policy matters which may arise or be referred including the organisational structure, priorities or functioning of the Town Council.

## **10. Standing Orders**

- 10.1 The Standing Orders of Council will apply to the running of the Council Meeting as appropriate.

Town Clerk  
April 2020

1.1 Approved and Adopted 28.4.20