



# **STRATFORD-UPON-AVON TOWN COUNCIL**

## **TERMS OF REFERENCE**

### **Functions and Powers Reserved 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 and will take account of any feedback from the Climate Change representative from each Standing Committee before any question is put.

#### **2. Equality**

- 2.1 The Town Council is committed to equal opportunities in employment and service delivery. The policies and practices of the Council aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. The Council seeks to treat people fairly, with dignity and respect and every Committee will be mindful of these values in its decision making process

#### **3. Governance, Policy and Procedures**

- 3.1 Any new or revised government policies or legislation that requires adoption
- 3.2 General parliamentary and local authority consultations, not affecting policy decisions by the Town Council, or relating to the responsibilities of another Standing Committee
- 3.3 Any national or in-house guidance or policies considered necessary for adoption to assist the smooth day to day operation and activity of Council or the Mayor

- 3.4 To consider and review where necessary Structure and Local Plans or their equivalent including the Neighbourhood Development Plan and the Community Infrastructure Levy (CIL)
- 3.5 Any revisions to the Neighbourhood Development Plan
- 3.6 To undertake an annual review of Standing Orders
- 3.7 To undertake a review of its Terms of Reference, at least annually
- 3.8 To receive and adopt the Finance Regulations, at least annually
- 3.9 To receive and adopt the Terms of Reference of all Standing Committee and sub-groups, at least annually
- 3.10 To undertake a review of all existing policies on an ongoing basis, when necessary
- 3.11 All matters relating to the Town Council as a local authority affecting the Risk Assessment Strategy, Standing Orders and Standing Orders on Contracts and Financial and Administrative Regulations
- 3.12 To undertake a general Risk Management Review of Council, at least annually
- 3.13 Any other policy matters which may arise or be referred including the organisational structure, priorities or functioning of the Town Council

#### 4. Financial

- 4.1 To approve and adopt the Budget for the ensuing year
- 4.2 To set the level of the Parish Precept
- 4.3 Approval of the Annual Accounts (Financial Statements), Annual Governance Statement and Accounting Statements of the Annual Return (AGAR)

- 4.4 All matters relating to the Town Council as a local authority affecting the Financial Risk Assessment Strategy and Financial Regulations
- 4.5 Approval of recommendations by the Finance & Audit Committee of any Standing Committee resolutions referred by them which may have, but is not limited to, any significant financial implications on the Council
- 4.6 To receive notification of CIL monies received

## 5. Electoral and Governance

- 5.1 All parliamentary and electoral matters and constitutional matters generally affecting the Town Council's area or composition
- 5.2 The structure and constitution of the Town Council's Standing Committees
- 5.3 The appointment of members to the Town Council's Standing Committees
- 5.4 The structure and constitution of the Town Council's sub-groups which may also be instigated and constituted by a Standing Committee, when appropriate
- 5.5 The appointment of members to the Town Council's sub-groups which may also be instigated by a Standing Committee, when appropriate
- 5.6 The appointment of members of the Council to outside bodies (save as specified under the delegated responsibilities of the five Standing Committees)
- 5.7 The review of Members' allowances, at least annually
- 5.8 Matters affecting members generally

## 6. Civic

- 6.1 The appointment of Mayor and Deputy Mayor

7. Land and Property

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

8. Planning

8.1 Any revision to the Neighbourhood Development Plan

8.2 Agree and implement projects funded from CIL monies

9. Sub-Groups

9.1 To oversee the sub-groups reporting directly to Town Council:

- Emergency Response
- Cemetery Extension Task and Finish

9.2 To receive, approve and adopt the Minutes of the sub-group meetings

10. Staff

10.1 Appointment and dismissal of the Town Clerk as recommended by the Personnel Committee

10.2 All matters relating to the terms and conditions of contract and pay awards of the Town Clerk as recommended by the Personnel Committee

11. Standing Orders

11.1 The Standing Orders of Council will apply to the running of the Town Council Meeting as appropriate

Town Clerk  
V3 September 2023

**Terms of Reference  
Control Sheet**

Document Ownership	Council
Full Review	Every year - September

Version	Description of Amendment (including paragraph)	Date
3	Minor amendments and inclusion of Cemetery Extension Working Group	26/09/23