

Full Council

Date:	14 May 2019
Title:	Committees – Delegations - Terms of Reference
Contact Officer:	Graham Hunt, Town Clerk

Purpose of Report

1. To provide background on the annual review of Committee Responsibilities, Committee / Working Group structure, Committee Terms of Reference and Delegations.

Background

2. It is normal practice to review Committee Responsibilities, Committee / Working Group structure, Committee Terms of Reference and Delegations at the Annual Meeting of the Council.
3. **Committee Responsibilities:** The lists remain up-to-date, with no proposed changes from last year.
4. **Committee / Working Group Structure:** Some minor changes made, to reflect new Working Groups / Working Parties created during 2018/19.
5. **Committee Terms of Reference:** The terms of reference remain up-to-date, with no proposed changes from last year.
6. **Delegations:** One minor change to remove no longer serving named Councillors.
7. Members are welcome to make suggestions for change / further change to any document.

Resource Appraisal

8. The proposed changes are all within existing defined resources, and / or reflect what the Town Council does already, so there are no additional resource requirements identified.

Risk Assessment

9. The documents support the legal requirement for the Governance of a Town Council.

Legal Powers: Local Government Act 1972

Recommendation

It is recommended that:

- The Committee Responsibilities, Committee / Working Group structure, Committee Terms of Reference and Delegations be adopted.***