

## Full Council

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<b>Title:</b>	<b>Committees – Delegations - Terms of Reference</b>
<b>Date:</b>	<b>18 May 2021</b>
<b>Contact Officer:</b>	<b>Cassie Pinnells, Acting Town Clerk</b>

### 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 the exception to some changes to Planning and Environment regarding calling in planning applications. NPCC with the adoption of the Green Living Plan that the agreed projects can provide updates to the committee or relevant working group. Once the new Burial area planning permission has been issued the responsibility for management of the area will move from NPCC to CLR.
4. **Committee / Working Group Structure:** Some changes are required to prevent some committees becoming overloaded by working groups. It is suggested that a formal review takes place to ensure that the working groups report to the correct committee.
5. **Delegations:** To propose changes highlighted in yellow, listing the Responsible Financial Officers responsibilities and removing repetition as the same points are within the Financial Regulations.
6. **Committee Terms of Reference:** Committees exist so that business can proceed without waiting for Full Council, except for when decisions are so significant that the matter is referred to Full Council.
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

- The revised Committee Responsibilities, Committee, Committee Terms of Reference and Delegations be adopted.*
- The Working Group structure is reviewed within the next nine months.*