

Full Council

Title: Committees – Responsibilities, Structure and Terms of Reference

Date: 10 May 2022

Contact Officer: Mandy Sturdy, Town Clerk

Purpose of Report

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

Background

2. It is normal practice to review Committee Responsibilities, Committee / Working Group structure, and Committee Terms of Reference at the Annual Meeting of the Council.
3. As part of the wider review of the Council and development of a Council strategy, the committee responsibilities, structure, and Terms of Reference will be reviewed cohesively, and any changes will be reported through Full Council in due course.
4. **Committee Responsibilities:** No changes proposed at present.
5. **Committee / Working Group (WG) Structure:** The committee / working group structure has been updated to reflect current working practices. The changes are listed below:
 - Added:
 - Community Youth Centre WG (CLR)
 - Town Awards Panel (CLR).
 - Marked as inactive (not currently meeting but may be reconvened in future as and when required):
 - Splash Pad WG (CLR)
 - Christmas Lights WG (CLR)
 - Local Plan Consultation Team (P&E and NPC)
 - Community Facilities WG (NPC)
 - Town Centre Business Forum (NPC)
 - Community Land Trust Steering Group (NPC)
 - Marked as closed: (project has completed or evolved such that the working group is no longer required)
 - Cricket Clubhouse Redevelopment WG (CLR)
 - Skate Park WG (CLR)

The Budget Working Group has been moved under Policy & Resources as per its Terms of Reference.

6. **Committee Terms of Reference:** These have been reviewed and no changes are proposed at present, however Officers will be reviewing these over the next year and each ToR will be brought to their respective committee for review in due course, with any changes to be agreed at a subsequent 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

- i) The unchanged Committee Responsibilities and Terms of Reference be adopted.*
- ii) The updated Working Group structure is adopted.*