

Full Council

Title:	Committee Structure and Responsibilities
Date:	14 May 2024
Contact Officer:	Lizzie Fuller, Committee Services & Processes Officer Mandy Sturdy, Town Clerk

Purpose of Report

1. To provide background on the annual review of Committee Structure and Responsibilities.

Background

2. It is normal practice to review Committee Structure and Responsibilities at the Annual Meeting of the Council.
3. The council (on 5 March 2024) received and approved the new committee structure and high-level responsibilities for 2024-25.
4. The full responsibilities are now presented for approval.
5. The Committee Terms of References are now covered by the Scheme of Delegations (Agenda Item 12). Working groups will be covered under Agenda Item 14 as these are still under review.
6. Members are welcome to make suggestions for changes to any document, although there have been plenty of opportunities for this as part of the review and therefore it is hoped that the documents can be approved as presented.

Resource Appraisal

7. 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.
8. Additional officer time will be required to implement and communicate (internally and externally) the new committee names / structure / responsibilities.

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 Committee Structure and Responsibilities for 2024-25 be adopted.***