



# Saltash Town Council

Policy/Procedure:

Terms of Reference – Sub Committees

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

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# **Saltash Town Council**

**Konsel An Dre Essa**

**Sub Committees**

**Terms of Reference**

## Introduction

Saltash Town Council has appointed a number of Sub Committees to undertake work for and on behalf of the Council. The specific responsibilities of each Sub Committee is confirmed by Terms of Reference.

This policy sets out the Terms of Reference of each Sub Committee of the Council and confirms the following:

- Membership and number of seats
- Role of the Mayor
- Frequency of meetings
- Remit of the Sub Committee and reporting structure
- Delegated Authority.

In the absence of any policy, a Sub Committee of the Council will abide by the criteria established for Full Council as prescribed by the Council's Standing Orders.

These terms of reference apply to Sub Committees.

Saltash Town Council has the General Power of Competence as a power of first resort. Where the Council becomes ineligible, it will refer to the Powers quoted in these Terms of Reference for the conduct of its business.

## **General Terms of Reference Applicable to all Sub Committees:**

The Terms of Reference of all Sub Committees are subject to the following principles:

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council.
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between Sub Committees shall be referred to Full Council for determination.
4. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Council for approval.
5. Day to day management of Council matters rests with the Town Clerk.
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of Sub Committee (or in his/her absence the Vice Chairman) and Mayor and reported to the next appropriate Committee or Full Council meeting, whichever is first.
7. Sub Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Saltash.
8. Guest speakers should normally be limited to one per meeting with the permission of the Council and shall not exceed 10 minutes unless directed by the Chairman of the meeting in accordance with Standing Order 6(6.iii.f).
9. Public participation:
  - a. There will be, during each Committee meeting, a quarter of an hour public session with members of the public being able to speak and ask questions concerning the business of the Committee in accordance with the Standing Orders.
  - b. During Planning Committee meetings members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning Committee.
  - c. The period of time designated for public participation at a meeting in accordance with standing order 2(d) shall not exceed 15 minutes unless directed by the Chairman of the meeting.
  - d. Subject to Standing Order 2(e) above, a member of the public shall not speak for more than 3 minutes.
  - e. There will be no public participation at meetings of the Personnel Committee.

10. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Council's attention by the Town Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the area of Saltash.
11. From time to time a Committee may appoint up to two (2) members of the public to serve on a Council Committee or Sub Committee as non-voting members. Appointed members will be required to abide by the Council's Code of Conduct.
12. All members of the Personnel and Planning and Licensing Committee will attend training relevant to the work of the Committee as identified and provided by the Council.

**Delegation of Authority to Sub Committees:**

Where a function within the Terms of Reference of a Committee has been further delegated to a Sub Committee that Sub Committee will report its findings and any recommendations back to the appropriate Committee or direct to the Council, as per the remit.

## **Station Property Sub Committee**

Composition: Eight members

Chairmanship: Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.

Quorum: Five

Meetings: As required

Timing: TBA

Venue: Guildhall or by a virtual platform under Covid 19 legislation

Reports to: Policy and Finance Committee

Remit:

### **Terms of Reference & Matters Delegated to the Committee:**

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget