

General Terms of Reference Applicable to all Committees and Joint Burial Board:

The Terms of Reference of all Committees and Joint Burial Board 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 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 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. 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(6b.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 and Licensing 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 and Licensing 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.~~

A 15-minute period when members of the public may make representations, answer questions, and give evidence at a Town Council meeting in line with Standing Orders 2d,2e,2f,2g,2h,2i,2j,2k,2l

10. Committees will receive and approve their own minutes.
11. 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.
12. 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.
13. 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.
14. Reporting and ratification of decisions made by sub committees that meet infrequently*

Where actions are taken by Chairman/Vice Chairman of sub committees in consultation with the Town Clerk and or Assistant Town Clerk with associated expenditure to ensure council business continuity, these will be reported to the next available council meeting and ratified at the next meeting of the sub-committee.

*Communication Policy B6 also applies:
Discussion and decision making should only take place by email or Survey Poll where it is used in exceptional circumstances under a scheme of delegation and in accordance with standing orders.

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.