



# **Saltash Town Council**

## **Konsel An Dre Essa**

### **Sub Committees**

# **Terms of Reference**

## Introduction

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

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

- Membership and number of seats
- Role of the Mayor and Deputy Mayor
- Frequency of meetings
- Remit of the 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 Committees, Sub Committees and any other group established to undertake work on behalf of the Council in an advisory capacity.

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 Sub 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(6.iii.f).
9. Public participation:
  - a. There will be, during each Sub 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 Sub Committee in accordance with the Standing Orders.
  - b. 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.
  - c. Subject to Standing Order 2(e) above, a member of the public shall not speak for more than 3 minutes.
10. 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.

11. 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.

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## **Library Sub Committee**

Composition: Five 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: Three

Meetings: As required

Timing: TBA

Venue: Guildhall

Reports to: Services Committee

Remit:

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

1. Finance delegated authority: Expenditure up to £20,000 on any separate occasion within the budget.

## **Property Maintenance Sub Committee**

Composition: Five 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: Three

Meetings: As required

Timing: TBA

Venue: Guildhall

Reports to: Services Committee

Remit:

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

2. Finance delegated authority: Expenditure up to £20,000 on any separate occasion within the budget.

## **Station Property Sub Committee**

Composition:	Five members plus Mayor and Deputy Mayor
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:	Three
Meetings:	As required
Timing:	TBA
Venue:	Guildhall
Reports to:	Policy and Finance Committee
Remit:	

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

1. Finance delegated authority: Expenditure up to £20,000 on any separate occasion within the budget.