

GENERAL PRINCIPALS TERMS OF REFERENCE	
1	These Terms of Reference provide part of the framework within which the Council and its Committees make decisions.
2	These Terms of Reference are complementary to the Council's other constitutional documents including Standing Orders and Financial Regulations.
3	Committee Membership The composition and membership of all Committees will be agreed by Council at the Annual Meeting of the Council. Additional members may be appointed or co-opted to Committees at any subsequent meeting of the Council. All Committees are permitted to establish sub-committees and working groups and to determine the membership and terms of reference of such groups. Committees (with the exception of the Finance and Resources Committee) may also co-opt non-councillors to serve on a Sub-Committee or Working Group.
4	The Committee Chairs will be elected at the first meeting of all Committees following the Annual Meeting of the Council. Ideally, no Councillor will serve as Chair on more than one Committee.
5	Each Committee may also appoint a Vice Chair if it so chooses at its first meeting following the Annual Meeting of the Council.
6	The Council is the policy making body; all Committees must act within the policy framework set by the Council. Only a meeting of the Council can approve policy or amend it. Committees may, however, review policies relevant to the Committee in question and make recommendations to Council.
7	The rules to be followed for the conduct of meetings are detailed in Standing Orders and the Council's Code of Conduct.

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8	<p>All decisions made by the Council and its Committees will be made with due regard to the following principles:</p> <ul style="list-style-type: none"> • Legality • Financial prudence and value for money • The exercise of power must be proportionate to the desired outcome • Account will be taken of consultation with partners and the public • Proper consideration of advice from Officers and professional advisors • Respect diversity and equality • Environmental impact and sustainability • Decisions will be made in public whenever practicable and appropriate • The management of risk in a proportionate and considered manner
9	<p>Any Councillor can request that an item be included on the agenda for a Council or Committee meeting. The decisions as to whether or not the item shall be included on the agenda will be made by the Town Clerk following consultation with the Mayor and/or Deputy Mayor in the case of Council, or the Chair and/or Vice-Chair in the case of a Committee.</p>
10	<p>All Councillors will be sent the agenda for every formal Committee meeting with the exception of the Grievance/Disciplinary Committee and the Appeals Committee.</p>
11	<p>Council and Committee meetings will usually be open to the public to attend and observe, however there will be occasions when matters will need to be discussed and decided without the public being present e.g. if publicity of the matter for discussion would prejudice the public interest.</p>
12	<p>The Mayor and Deputy Mayor shall be ex-officio members of all Committees and have voting rights on all Committees.</p>
13	<p>All Councillors are entitled to attend meetings of a Committee of which they are not a member but will only have the same rights at such meetings as a member of the public.</p>

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14	In these Terms of Reference the fact that a specific responsibility is in bold text indicates a delegated power - this means that the Committee can make a decision and there is no need for further referral to Council. Committees may choose not to exercise their delegated functions (for example, on a controversial or divisive matter) and instead make a recommendation to Council, which will then act as the determining body.
15	All Committees will have the following functions/delegated powers: <ul style="list-style-type: none"> • To agree expenditure and budget virements, up to the limits permitted by Financial Regulations, for all projects and areas of responsibility either delegated to the Committee or already agreed by Council as part of the approved budget. • To make recommendations to Council on expenditure exceeding £5,000, or where a budget has not previously been agreed by Council or where a virement is required. • To review policies relevant to the work of the Committee, with any recommendations on such policies to be referred to Council for decision. • All Committees with budgetary responsibilities will review their current allocations in the 3 year budget and will make recommendations on current and future budget needs to the Finance and Resources Committee meeting in early November. • To consider risk assessments for their areas of responsibility and make recommendations to the Finance and Resources Committee.
16	Minutes of all Committee meetings will be circulated in a timely fashion. Unless an action agreed by a Committee is urgent, no decision taken by a Committee will be implemented until the minutes of the relevant meeting have been circulated to all members of Council. If a Councillor wishes to challenge a decision taken by a Committee, he or she should first discuss the matter with the Committee Chairman. If this does not resolve the matter, the item will be placed on the next Council agenda for further discussion, prior to any action being taken to implement the decision in question. In the case of urgent decisions, all members will be notified of these by either the Town Clerk or Committee Chairman, together with the reason for urgency.
17	Council will review these Terms of Reference at least annually, normally at The Annual Meeting of the Council.