

CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Finance and Policy Committee Meeting 21st May 2019

Review of Policies

The Parish Council has a number of policies which are regularly reviewed many are produced by NALC and SLCC jointly and independently these have been drafted to meet the legislation covering Local Government. The primary three are:

- Standing Orders.
- Financial Regulations.
- Terms of Reference and Delegated Powers

Cambourne Town Council have the following additional policies or documents:

Mission Statement
Standing Orders Addendum A Code of conduct for Members Addendum B Public Speaking at Parish Council Meetings Councillor and Employee Behaviour
Terms of Reference and Delegated Powers Committee Structure Membership of Committees Staffing Structure
Financial Regulations
Chairmanship Guidelines Procedures for the Presentation and Adoption of Minutes of Council Committees Process of Motions, Amendments and Substantive Motions Public Notice – Filming at Meetings
The Model Code of Conduct for Parish and Town Councils Register of Members Interests Form & Guidance Notes Application for a Dispensation Form Dispensations Procedure Guidance
Freedom of Information Act- Publication Scheme
A Code Practice for Dealing with Complaints Against the Council
Policies <ul style="list-style-type: none"> • Health and Safety • Data Protection

- Disabled Access
- Social Media
- Child Protection
- Equal Opportunities
- Grant Aid
- Public Access and Amenity Statement
- Pitch Letting Policy (Remote Control Aircraft)
- Tennis Court Hire Policy

Volunteer Risk Assessments

- Litter Picking & Guidance Notes
- Graffiti Removal
- Banksman

Risk Assessment (This is continually updated to reflect any changes).

Asset Register (This is continually updated to reflect acquisitions and disposals)

As agreed at the 19th March 2019 Finance and Policy Committee meeting all the documents listed have been updated to reflect the change of status from a Parish to a Town Council. The updated documents are available for inspection at The Town Office and will be updated on the policy page of the Town website.

It is

RECOMMENDED that the report be received, and all documents be confirmed to reflect Cambourne becoming a Town Council.

10.2 Terms of Reference and Delegated Powers.

It has been requested that the Council review the membership of the Leisure and Amenities Committee to change it to 9 rather than 11 to reflect the membership of the other two committees. The quorum be reduced to 3 from 4.

It is

RECOMMENDED that the Council review the size of membership of the Leisure and Amenities Committee.