

CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

POLICIES

Annual Council Meeting 6th June 2023

Terms of Reference and Delegated Powers

This document was reviewed at the Annual Council meeting and were amended it to incorporate the Chairs Group Terms of Reference. However following the appointment of vice chairs to the Planning Committee and the Leisure & Amenities Committee it has been proposed that they be added to the Chairs Group. Therefore, the Terms of Reference and Delegated Powers has been amended to reflect this. Extract of the relevant page from the Terms of Reference and Delegated Powers attached.

It is

RECOMMENDED That the Terms of Reference and Delegated Powers as amended be approved.

CHAIR'S GROUP

1.0 Terms of Reference

Non-Group members can address the Group, subject to the prior approval of the Chairman, on a particular item on the agenda for a period of not more than 3 minutes, but they will have no voting rights on this item.

- 1.1 Membership shall comprise of the Chair and Vice Chair of the Council, Chair and Vice Chair of Planning and Chair and Vice Chair of Leisure and Amenities supported by the Town Clerk.
- 1.2 The Committee may invite Town, District or County Councillors, residents and representatives of organisations to attend to assist in meeting its objectives.
- 1.3 The Group shall come under the remit of the Finance and Policy Committee and report thereto in the first instance.
- 1.4 Three members of the Group shall constitute a quorum.
- 1.5 The Town Chairman shall chair the meeting. In the Chairman's absence the Vice Chairman will chair the meeting.
- 1.6 The Group shall consider matters relating the mission statement and forward planning for Cambourne Town Council.
- 1.7 The Group shall act in respect of any other matter requiring any form of consideration and which is within the purview of the Finance and Policy Committee and which requires some form of recommendation to the Finance and Policy Committee or Town Council.

2.0 Delegation of Powers

To the Group

- 2.1 Those functions contained in paragraphs 1.3 - 1.7 shall be delegated to the Group to make recommendations to the Finance and Policy Committee or Town Council.

To the Chairman

- 2.2 Representation of the Council at any Committee, Sub-committee, panel or forum of another authority to support the Council's best interests on any matter within the remit of this Group.
- 2.1 Those matters referred to in paragraph 1.6 above.
- 2.2 Representation of the Council at any Committee, Sub-committee, panel or form of another authority to support the Council's best interests on any matter within the remit of this Working Party.