

# CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

## **CHAIRS GROUP**

Council Meeting 5<sup>th</sup> December 2023

### **11 CHAIRS GROUP**

Following agenda item 20 on the Full Council meeting held on the 7<sup>th</sup> November 2023 it was agreed to look at the Chairs Group.

Therefore, the Terms of Reference for the Chairs Group is attached.

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## **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 Chairman and Vice Chairman of the Council, Chairman of Planning and Chairman 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.