

## **Town Management Committee: Terms of Reference**

<b>Authority reference:</b>	<b>Minute: 23/14 Full Council: 15 May 2023</b>
<b>No. of members of Committee:</b>	<b>Unlimited</b>
<b>Quorum:</b>	<b>1/3<sup>rd</sup> of Members of the Committee and no less than 3</b>
<b>Reporting to:</b>	<b>Full Council</b>
<b>Frequency of meetings:</b>	<b>every two monthly</b>

The Town Management Committee is open to any Members of Council to join provided their membership has been agreed by Full Council. The Committee may also recommend to Full Council (for its decision) that non-Councillors be members (subject to not deciding on financial matters).

The Committee will meet monthly and be included in the Council Calendar of meetings decided at Annual Council.

1. The Committee will elect a Chairman and may elect a Vice Chairman.
2. The Committee will prepare an Agenda for meetings and those will be published with 3 clear days' Notice. Minutes will be prepared and publicly available.
3. Members of the Committee will be decided at the Annual Full Council meeting in May.
4. The Committee may establish a number of Working Groups which report to it and within its delegated authority, Committee can make decisions.
5. Each meeting of the Committee will report back to the next meeting of Full Council via presentation of Minutes for Noting and make any recommendations to be decided by Full Council regarding the Council's strategy.
6. The Committee will have budgetary responsibility for those budget headings which are allocated to the Committee, including to approve expenditure in consultation with the Responsible Financial Officer (RFO) up to the approved budget and up to £1,000 pa each Committee, which is not included in the budget.
7. The Committee is advisory and will collect information, analyse and conclude recommendations to Full Council.
8. The Committee will lead on Honiton market, allotments, annual licenses, partnership liaison, street furniture, town events, CCTV/Police/Crime, Tourism, Highway issues, Youth liaison, car parks, twinning, within a performance cycle, all supported by the Council Structure.
9. The Committee will make recommendations to Full Council regarding policy and strategic matters relating to all of the above.
10. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
11. The Committee will receive and consider all reports and recommendations from every sub-committee and working group it appoints.
12. The Committee will consider rents and fees for persons or groups using the facilities (eg market and allotments) provided and make recommendations to the Finance or Full council each year as part of the budget setting process for implementation from 1 April.

13. The Committee will exercise those delegated powers and duties as the Council directs relating to the Committee's functions as set out above.

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability), Crime & Disorder, Health & Safety and Human Rights. Members are also reminded of their obligations to declare their interest under the Code of Conduct as defined by regulations made under Section 30 (3) of the Localism Act 2011 and consideration of requests for Grants of Dispensation in respect of Disclosable Pecuniary interests.*

*Meetings of Honiton Town Council are to be conducted in accordance with the approved Standing Orders of Honiton Town Council (dated 9 May 2022, Minute 22/17).*

*A council can arrange to have any of its functions, with some exceptions, exercised by a committee, which can in turn, arrange to have them exercised by a sub-committee (Local Government Act 1972 s101 and s102). Working Groups may be established as informal, no-decision making meetings of the Council and all members must adhere to the Council's Code of Conduct. Officers are not expected to attend, prepare Agenda or Minute working groups. The Terms of Reference and Membership are to be approved by Council. Terms of Reference and Membership of Committees is approved at Annual Council meetings.*