

Stamford Town Council
Committees & Terms of Reference

In addition Town Mayor will be an Ex-Officio member on each Committee with full voting rights.

Finance, Personnel and Assets Committee (7 members)	Planning Committee (7 members)	Amenities Committee (7 members)	Events Committee (7 members)
<p>Meet on second Tuesday of month at 7pm.</p> <p>Remit covers: Overseeing the following matters relating to Town Council business:</p> <p>Financial Governance: Overall Council Budget; Precept; Internal Financial controls & regulations; Internal & External Audit; Appropriate Insurance & Liability cover; Grants & Donations</p> <p>Personnel Recruitment of all staff; Appraisals of all staff; Staff wages & conditions; Complaints & Grievances</p> <p>Assets Register of all assets; Maintenance schedule; Oversee any agreements or contracts for the use of any asset; Valuations</p> <p>All members of the Committee must attend relevant training appropriate to the Committee.</p>	<p>Meet on first Tuesday of month at 6pm</p> <p>The Town Council is a statutory consultee on planning applications and is normally give 21 days to comment.</p> <p>Remit covers: To consider all planning applications and ensure recommendation made are based on sound planning issues in an unbiased or partial matter; Site visits should be conducted when necessary; Consult with SKDC Development Control and developers to enable the best outcome for the Town and its residents; Recommend the direction for S106 scheme funding; Recommend direction of any Community Infrastructure Levy when appropriate.</p> <p>All members of the Committee must attend relevant training appropriate to the Committee.</p>	<p>Meet first Tuesday of month at 7pm</p> <p>Remit covers: Manage the budget and administration of the open spaces within the Town Council’s jurisdiction.</p> <p>Areas: Cemetery; Recreation Ground, Meadows, Allotments, and St. Michael’s Churchyard</p> <ul style="list-style-type: none"> • Regularly inspect and oversee the maintenance for the Cemetery Lodge; Chapel; Workshop, Office, Allotments, Meadows and Recreation Ground; • To liaise with the ground maintenance contractor with the support of the appropriate Officer. • Oversee agreements, licences and insurances are in place for events using the Town Council Open Spaces. <p>All members of the Committee must attend relevant training appropriate to the Committee.</p>	<p>Meets on first Monday of month at 6pm. (unless there is a Bank Holiday)</p> <p>Remit covers:</p> <ul style="list-style-type: none"> • The management, budgeting and administration of the following events: <ul style="list-style-type: none"> i. Stamford Christmas Festival ii. Christmas Lights and Switch-on event iii. Senior Citizen’s concert in consultation with the Mayor. iv. Use of Red Lion Square v. French Market • Oversee agreements, licences and insurances are in place for events. • Liaise and any necessary meetings with Event Planning Group lead by Lincolnshire Police. • Produce publicity to promote the above events • Ensure adequate staffing /volunteers are in place to deliver a safe and successful event. • Put in place all Health & Safety requirements to ensure a safe event. <p>All members of the Committee must attend relevant training appropriate to the Committee.</p>

Working Group for Tourism (usually held on a Wed. AM) – This will be linked with Events Committee

Working Group appointed by STC to examine / review Policies and report directly to STC