



## **STAMFORD TOWN COUNCIL** **COMMITTEE STRUCTURE & PROCEDURES 2017-2018**

There are six 'standing' committees that have powers to determine most matters within their remit, subject to any policies and budget set by the Council. The functions of the standing committees can be summarised as:-

FINANCE, PERSONNEL AND ASSESTS COMMITTEE - all Financial Governance, 'Human Resources' issues of the Council and management of assets  
PLANNING COMMITTEE - Advisory committee on planning matters and highways proposals  
AMENITIES COMMITTEE – To manage all amenity areas –Allotments, Cemetery, Meadows, Recreation Ground  
STRATEGIC DEVELOPMENT- Considers any matters concerning the present and future wellbeing of Stamford  
EVENTS – To provide events for the residents of Stamford  
SCRUTINY AND AUDIT – Review, Scrutinise any audit decisions, Policies, decisions of the council and any outside bodies

The details of the terms of reference and delegation were agreed by the Town Council at the Annual Town Council (minute ref 18c STC090517). Copies of the terms of reference are attached to this document.

### **Sub Groups**

The Council has agreed that Committees with the exception of Finance have the authority to form sub groups / working parties. These will be informal groups to consider specific issues referred by the Committee and will report and make recommendations to the relevant Committee.

### **Public Participation**

The arrangements for Public Participation at meetings will continue at ordinary meetings of the Town Council and standing committees. In addition, a procedure for public speaking at the all Committee meetings has been agreed.

### **Council**

Meetings of the full Town Council continue to receive and ratify committee minutes with some decisions being implemented under delegated powers as confirmed within Standing Orders.

There will be an agenda item for reports from County and District Councillors together with reports from the Town Council and representatives from other outside bodies.



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### **Committee Agendas**

The Town Council Correspondence will continue to be circulated with the Town Council agenda pack electronically with any as regular verbal / written updates from the Town Clerk at the relative meeting. (Some correspondence will continue to be reported to Council where there is a requirement to formally record).

Matters for general notation or inclusion in next agenda will continue to be made at the end of each meeting, however it is best practice for Councillors to forward items for future agenda's 7 clear days before the publication of agenda documents to the clerk; however these must be relevant to the town council functions and within the legal remit of the authority.

### **Officer Delegation**

The Council approved scheme of delegation for the Town Clerk will continue.

### **Committees**

Committees are appointed by the Full Town Council at the Annual Town Council meeting and their agreed Terms of Reference (**See relevant Committee reference**) will administer the assigned specific functions of the Council within their allocated budget. All recommendations submitted to the Full Council for consideration and ratification must be supported by clearly evaluated tendering process. A full report outlining the recommendations is to be included within the minutes submitted for final approval by full Council.