

# **BLANDFORD FORUM TOWN COUNCIL**

## **GENERAL TERMS OF REFERENCE APPLICABLE TO ALL COMMITTEES**

### **1. The terms of reference of all committees are subject to the following reservations:**

- a. That powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
- b. That powers be subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations.
- c. That any unresolved differences between Committees shall be referred to Full Council for determination.
- d. That any proposal which involves any major change in the existing policies approved by Council, shall be submitted to the Town Council for approval.
- e. Day to day management of Council matters rest with the Town Clerk.
- f. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of Committee (or in his/her absence the Vice Chairman) and Chairman of Council and reported to the next appropriate Committee or Full Council meeting whichever comes first.
- g. Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Blandford.
- h. All meetings will normally commence at 7.00 pm and aim to close by 9.30 pm.
- i. Guest speakers should normally be limited to one per meeting with a time limit placed upon them.
- j. There will be a first quarter of an hour public session with members of the public being able to speak during the meeting at the discretion of the Chairman and with the approval of members of the relevant Committee.
- k. Committees will monitor/respond with critical appraisals to Minutes/Reports/documentation which from time to time are received from the Dorset Council/DAPTC or other bodies which have been brought to Council's attention by the Town Clerk/individual Councillor or member of the public which may have an adverse or beneficial effect on the Town of Blandford.

### **2. Delegation of Authority to Sub-Committees**

Where a function within the terms of reference of a Committee has been further delegated to a sub-committee that sub-committee will report their findings/recommendations back to the appropriate Committee or direct to Council as per their remit.