

MARLOW TOWN COUNCIL

TERMS OF REFERENCE

THE FULL COUNCIL

The Full Council shall consider the following matters to manage the affairs of the Town Council.

- a) The power of incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the time being
- b) The power of raising loans and setting the annual Precept.
- c) To review and amend the Standing Orders and the functions and constitution of the committees, sub-committees and working parties of the Council. To receive and review recommendations from the Finance Services and Administration Committee for reviews and amendments to the Financial Regulations.
- d) To appoint or co-opt onto a committee or sub-committee a person (on a strictly non voting basis) who is not a member of the Council or the committee.
- e) To set dates of meetings of the Council and its Committees
- f) To approve the appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the year.
- g) To take appropriate action on the recommendations of the committees, sub-committees, working parties of the Council as necessary.
- h) To delegate to the Standing Committee's powers and duties in accordance with their approved Terms of Reference or to Officers.
- i) The appointment and dismissal of the Town Clerk
- j) The Council will review these terms of Reference from time to time, taking into account any proposals or recommendations from other committee's and determine accordingly.
- k) To oversee the conduct of the Council and the Committees endeavouring to act in the best interests of all residents.

Powers and Duties of Standing Committees.

Subject to the foregoing, and to the observance of decisions of the Council on matters of principal or policy ,all the powers and duties shall be delegated to the Standing Committees in accordance with the following Terms of reference unless otherwise specified.

The acts and proceedings of a committee shall:

- (a) Where they are delegated to the committee, so far as is legally permissible be deemed to be acts and proceedings of the Council
- (b) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council:
- c) In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.