

**TERMS OF REFERENCE FOR THE STANDING COMMITTEES OF**  
**SOHAM TOWN COUNCIL**

Soham Town Council retains 5 Standing Committees: Finance & Policy, Planning, Cemetery, Allotments and Community Amenities which operate under Terms of Reference as required under 4.d.i. of its approved Standing Orders.

**Finance & Policy Committee**

Terms of reference to:

- a) Meet monthly one week before the Full Council meeting;
- b) formulate and recommend Policy & Procedure for the good governance of Soham Town Council;
- c) co-ordinate the activities of the other Standing Committees; including the examination of estimates proposed by them;
- d) approve payment of monthly accounts within that financial year's prescribed budget;
- e) approve requests for payment from any grants received or administered by the Town Council;
- f) examine and accept works on behalf of the Council for goods or services for a sum not exceeding £7,500;
- g) act in the capacity, duty and discharge of function relating to HR for the Council. To make appointments of paid employees, agree their terms and conditions of employment and for any grievance or disciplinary action to be taken in respect of the Council's employees;
- h) act in the capacity, duty and discharge of function relating to Health and Safety for employees and those using the Council's assets;
- i) to take appropriate action in an emergency on behalf of the Council, or where the urgency of the business is of such a nature that the consequence of any delay would be detrimental to the interests of the Council or its residents;
- j) consider any other matter as directed by the Council which is not within the remit of a designated Standing Committee of Soham Town Council;
- k) consider all matters relating to the details of the Council's budget in order to make a recommendation to Full Council in relation to the setting of the precept. The decision to approve the budget and precept demand remains the duty of Full Council.

**Other Standing Committees Planning, Cemetery, Allotments and Community Amenities-General provision**

A Standing Committee shall consist of four or more members appointed by Full Council and may include The Chairman and Vice Chairman of the Full Council who shall attend as ex officio members. A casual vacancy occurring within these Standing Committees may be filled by another duly elected Councillor and recorded as such at any monthly Council meeting.

**Planning Committee**

The Terms of Reference of this Committee to include:

- a) Meet monthly throughout the year;
- b) the Clerk or Assistant Clerk shall notify the Planning Committee of every planning application received by publication of a monthly agenda according to the Town Council's Standing Orders.
- c) in the absence of a meeting (usually over Christmas/New Year Period) the Chairman of the Planning Committee and the Chairman of the Full Council shall be delegated with the power to jointly make comment on any planning application(s) received which

are time sensitive, and direct the Clerk or Assistant Clerk to convey such comments to the Local Planning Authority (all comments to be listed at the next Planning Committee meeting).

- d) The Chairman or delegated member of the Planning Committee may attend the meeting of the Local Planning Authority (ECDC) where a planning application is to be determined, where a particular comment of objection or concern has been raised.

### **Cemetery, Allotments and Community Amenities**

The Terms of Reference and functions of each Standing Committee (as appropriate to its Title) shall be to:

- a) Meeting dates and times to be determined by each Standing Committee Chairman;
- b) consider any matter referred to it by the Full Council for investigation and to make recommendations thereof;
- c) ensure that the resolutions and approvals made by the Council are implemented;
- d) examine and accept works on behalf of the Council for goods or service within the remit and purpose for which the committee was established for a sum not exceeding £5,000;
- e) recommend to the Council any changes of Policy related to its need and function including for good governance;
- f) take action on any matters of a routine nature in consistency with the Council's policies, subject to the approved budget and consistent with the Council's Financial Regulations ;
- g) prepare and recommend estimates of expenditure on items and revenue within the remit and purpose for which the committee was established for consideration by the Finance and Policy Committee for annual precept (rate demand) purposes.

Approved 8<sup>th</sup> July 2024

Review due annually.