



Sleaford Town Council

Services Committee

Terms of Reference

Membership & Voting

- The Committee will consist of nine members of the Council appointed by the full Council at the Annual Meeting of the Council.
- At its first meeting after the Annual Meeting of the Council the Committee will appoint its Chairman and Vice-Chairman for the forthcoming Council year.
- The members and Chairman of the Committee will hold office until the following Annual Meeting of the Council after their appointment.
- Any vacancies on the Committee can be filled by the full Council at one of its meetings held before the following Annual Meeting of the Council.
- The Chairman of the Committee will have an original vote and in addition a casting vote which he or she can but does not have to use.

Remit

- To receive reports on the delivery and financial performance of the services provided by the Council (i.e. allotments, cemetery, the market, recreation grounds, grounds maintenance and buildings and facilities hire) and make recommendations for improvements to the Town Clerk and/or full Council as appropriate
- To ensure that relevant annual inspections have been carried out.
- To review hire and rental charges on annual basis and make recommendations for changes to full Council.
- The remit of the Committee does not extend to the day-to-day administration of services and routine inspection and control. These being the remit of the Town Council & Responsible Financial Officer.

Delegated Authorisation of Expenditure

- The Committee will have the delegated authority to spend up to £5,000 on any single transaction on matters relating to its remit and which are within the overall budget of the Council.
- Any proposed expenditure which is above £5,000 and/or is not within the overall budget will be sent to full Council for decision.

Meetings & Quorum

- The Committee will hold an ordinary meeting each quarter but not during the month of August.



- The dates of ordinary meetings of the Committee will be set by the full Council at its Annual Meeting and the start time of meetings will be 7pm.
- Extraordinary meetings of the Committee may be called in line with standing orders 6(c) and 6(d) of the Council.
- The quorum of meetings of the Committee will be three members.
- The public notice requirements of meetings of the Committee will be the same as those for meetings of the full Council.

Sub-Committees

- The Committee may appoint sub-committees whose terms of reference and membership shall be determined by the Committee.
- The quorum of meetings of any sub-committees will be three.
- The public notice requirements of meetings of any sub-committees will be the same as those for meetings of the full Council.

Public Participation

- Members of the public will have the same rights of public participation at meetings of the Committee (and at any sub-committees it may establish) as they have at meetings of the full Council and as are set out in the standing orders of the Council.

Meeting Papers & Minutes

- Except for any documents marked confidential all members of the Council will receive the meeting papers of the Committee
- Minutes of the Committee (and of any sub-committees it may establish) will be approved at the next meeting of the Committee and then circulated to all members of the Council

Adopted – 24th May 2023