



## **RAMSGATE TOWN COUNCIL**

### **GENERAL TERMS OF REFERENCE FOR ALL COMMITTEES**

1. Committees of the Council shall, at all times, act in accordance with the Standing Orders of the Council.
2. All committees shall have delegated powers as expressed in their respective terms of reference but any Member of the Council (either at that committee or in writing in advance of the meeting) may request that the matter be referred to Full Council for determination. This request must be made before the Committee considers and votes upon the matter.
3. The Council will determine the Terms of Reference of every committee (including purpose, delegated powers, membership and quorum) at the Annual Town Council Meeting, or the first meeting thereafter.
4. A Committee Chair and Vice Chair shall be elected by the Council from among the Town Council Members of the Committee.
5. One third of the members of the Town Councillors appointed to the Committee will comprise a quorum (minimum quorum 3).
6. All agendas (including supporting documents) and draft minutes will be shared with all councillors, not just the committee members.
7. Any body of the Council (Council/Committee/Working Group) can co-opt members from the community with relevant knowledge, and co-opted members can vote, unless the body has decision making powers.
8. Co-opted members should complete a declaration of interest form (the same as completed by the councillors, although this will not be shared with TDC, it is for RTC use only).
9. The committee may appoint a sub-committee / working group whose terms of reference and members shall be determined by the committee (co-opted members). The Council may also appoint sub-committees / working groups and delegate oversight to the Committee.
10. Recommendations to the Town Council must be reported to the next Council meeting for a decision.
11. The minutes of all Town Council Committee meetings will be approved at the next meeting of the Committee; the final meeting of a Committee will be approved by the Council.
12. Committees have the right to return any business to the Council for decision; where it is felt that a decision by all councillors would be best practice.