



Stratford-upon-Avon Town Council

FUNCTIONS AND POWERS RESERVED FOR FULL COUNCIL & TERMS OF REFERENCE

Policy Reference	Document Ownership	Review
	Full Council	Annually

CONTENTS

SECTION	PAGE
1. Sustainability	3
2. Equality	3
3. Governance, Policy and Procedures Accountability	3
4. Financial	4
5. Electoral and Governance	4
6. Civic	5
7. Land and Property	5
8. Planning	5
9. Sub-Groups	5
10. Staff	5
11. Standing Orders	5

Matters Reserved for Full Council

1. Sustainability

- 1.1 Prior to any resolution being passed, Council will first consider the environmental Impact of the item being considered.

2. Equality

- 2.1 The Town Council is committed to equal opportunities in employment and service delivery. The policies and practices of the Council aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. The Council seeks to treat people fairly, with dignity and respect and every Committee will be mindful of these values in its decision-making process.

3. Governance, Policy and Procedures Accountability

- 3.1 Any new or revised government policies or legislation that requires adoption
- 3.2 General parliamentary and local authority consultations, not affecting policy decisions by the Town Council, or relating to the responsibilities of another Standing Committee.
- 3.3 Any national or in-house guidance or policies considered necessary for adoption to assist the smooth day to day operation and activity of Council or the Mayor.
- 3.4 To consider and review where necessary Structure and Local Plans or their equivalent including the Neighbourhood Development Plan and the Community Infrastructure Levy (CIL).
- 3.5 Any revisions to the Neighbourhood Development Plan.
- 3.6 The making, amending or revoking of Standing Orders, Financial Regulations and the Scheme of Delegation.
- 3.7 Adoption or revision of the Council's Code of Conduct.
- 3.8 Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence.
- 3.9 To undertake a review of the Full Council Terms of Reference, at least annually.
- 3.10 To receive and adopt the Terms of Reference of all Standing Committee and sub-groups, at least annually.
- 3.11 To review, receive and adopt all Council policies on an ongoing basis, when necessary.
- 3.12 All matters relating to the Town Council as a local authority affecting the Risk Assessment Strategy, Standing Orders and Standing Orders on Contracts and Financial and Administrative Regulations.

- 3.13 The making, amending or revoking of bye-laws.
- 3.14 To undertake a general Risk Management Review of Council, at least annually.
- 3.15 New service areas or functions.
- 3.16 To facilitate the Town Centre Strategic Partnership and receive the minutes accordingly.
- 3.17 Any other policy matters which may arise or be referred including the organisational structure, priorities or functioning of the Town Council.

4. Financial

- 4.1 To approve and adopt the Council's Budget for the ensuing year.
- 4.2 To set the level of the Parish Precept.
- 4.3 Approval of the Annual Accounts (Financial Statements), and completion of the Annual return including Governance Statement and Accounting Statements (AGAR).
- 4.4 All matters relating to the Town Council as a local authority affecting the Financial Risk Assessment Strategy and Financial Regulations.
- 4.5 Authorisation as to terms and purpose for any application for Borrowing Approval.
- 4.6 Approval of recommendations by the Governance, Finance & Resources Committee or any Standing Committee resolutions referred by them which may have, but is not limited to, any significant financial implications on the Council.
- 4.7 To receive notification of CIL monies received.

5. Electoral and Governance

- 5.1 All parliamentary and electoral matters and constitutional matters generally affecting the Town Council's area or composition.
- 5.2 The structure and constitution of the Town Council's Standing Committees.
- 5.3 The appointment of members to the Town Council's Standing Committees.
- 5.4 The structure and constitution of the Town Council's sub-groups which may also be instigated and constituted by a Standing Committee, when appropriate.
- 5.5 The appointment of members to the Town Council's sub-groups which may also be instigated by a Standing Committee, when appropriate.
- 5.6 The appointment of members of the Council to outside bodies (save as specified under the delegated responsibilities of the Standing Committees).
- 5.7 The review of Members' allowances, at least annually.

5.8 Matters affecting members generally.

6. Civic

6.1 The appointment of Mayor and Deputy Mayor.

7. Land and Property

7.1 Sale, purchase and acquisition of land and property and all matters relating thereto in accordance with Standing Orders.

8. Planning

8.1 Any revision to the Neighbourhood Development Plan.

8.2 Agree and implement projects funded from CIL monies.

9. Sub-Groups

9.1 To oversee the sub-groups reporting directly to Town Council. The Council will determine the terms of reference, membership, and duration of any such sub-groups in accordance with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

9.2 To receive, approve and adopt the Minutes of the sub-group meetings

10. Staff

10.1 Appointment and dismissal of the Town Clerk/Chief Officer as recommended by the Governance, Finance & Resources Committee.

10.2 All matters relating to the terms and conditions of contract and pay awards of the Town Clerk/Chief Officer as recommended by the Governance, Finance & Resources Committee.

11. Standing Orders

11.1 The Standing Orders of Council will apply to the running of the Town Council Meeting as appropriate

**Terms of Reference
Control Sheet**

Version	Amendment (Including paragraph)	Review Date	Date Adopted