

Lowestoft Town Council

Terms of Reference for the CCTV Committee

1. The CCTV Committee is appointed by and solely responsible to Lowestoft Town Council.
2. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.
3. There has been no delegated authority granted by Full Council.
4. Meetings are to be held as and when required. This is likely to be at least twice yearly.
5. This is likely to be a temporary Committee

4. The Committee will consist of no fewer than seven councillors ~~and will elect a Chair as its first business at the first meeting subsequent to the Annual Meeting of the Council in each year.~~ **Full Council will elect a Chair for the Committee at the Annual Meeting of the Council every May.** All members of the Committee are expected to represent the interest of the whole Council area. Membership is voluntary and any Lowestoft Town Councillor may join the CCTV Committee by self-selection. Any member can preside by agreement in the Chair's absence. A quorum will be a minimum of four members. The Chairman of the Council will have automatic membership and full voting rights. All other members of the Council who are not on the Committee have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.

5. The Committee will meet as required to fulfil the responsibilities below, including making recommendations about the current CCTV service and the future of the service. Written minutes will be taken to record the Committee's decisions and will be received at the next Full Council meeting. The Clerk will be responsible for arranging the recording and distribution of the minutes.

6. Responsibilities

The Committee has a duty to fulfil the following responsibilities:-

1. Explore and make recommendations to Full Council on the immediate options to finance and improve the current CCTV position
2. Explore and make recommendations to Full Council on the options and next steps for the future of the CCTV service