

## Lowestoft Town Council

### Terms of Reference for the New Council Implementation Committee

1. The New Council Implementation Committee is appointed by and solely responsible to Lowestoft Town Council.
2. **Duties.** 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 term.
3. **Meetings.** Meetings are to be held as and when required. This is likely to be at least monthly.
4. **Membership.** The Committee will consist of no fewer than 7 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. Any elected member can preside by agreement in the Chair's absence. A quorum will be four members of the committee. There will be two named Councillors to act as substitutes to ensure that all meetings are quorate. All other The Chair of the Council will have automatic membership and full voting rights. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum.
5. **Record of Proceedings.** The Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution off the minutes.

#### 6. Responsibilities

The Committee has delegated authority from the Council to fulfil the following responsibilities: -

- a. To review the Council Assets, determine their condition and requirements; determine any contracts or lack of contracts involved with any of the assets; their usage and value to the Council and the Town and to make recommendations to the Council concerning the retention/disposition of the Assets.
- b. To maintain an ongoing review and management of the Council's Assets including making recommendations to Council regarding contracts, maintenance/improvements, accrual and disposition as necessary.

- c. To research any grants or financial aid applicable to our Assets and fully report with recommendations to Full Council.
- d. To review the Council's policies and develop and recommend new policies (i.e. "Youth Engagement", "Communities Engagement") and, once approved, enact them.
- e. To consider the Council's Corporate Identity, develop brand and associated items to recommend to Full Council.
- f. To consider any upcoming local, regional, national or international initiatives which might enhance the Town and make recommendations to the Council. Where the initiatives are improved, to organise implementation of the initiatives.
- g. To consider, develop and co-ordinate an annual joint meeting of the local parish and town councils falling under the old Lowestoft Borough area in conjunction with those parish and town councils to discuss mutual concerns regarding the area if they so desire.
- h. To review its own remit and make recommendations to Full Council annually on its Term of Reference in order for Full Council to review its existence.

**Decisions regarding large scale repairs to Council Assets will be dealt with by Full Council unless an appropriate budget has been set in place previously. Decisions regarding accruing or disposing of Council Assets will be made by Full Council**