



Cainscross Town Council

Cashes Green & Ebley

Full Council

Terms of Reference

May 2024

Reviewed Annual Meeting 13/05/24

Minute number 08/24

The following matters shall be reserved for decision by the Full Council, but the appropriate committee (s) may make recommendations for the Council's consideration.

To set the Precept

To approve the annual accounts

To consider the Internal and External Auditors' reports

To borrow money for the benefit of Cainscross Town

To make, amend or revoke - Standing Orders, Financial Regulations and Terms of Reference of Committees

To make, review and amend Council policies following recommendation from the Finance, Governance and Personnel Committee

To deal with Legal matters – prosecution or defence in a court of law

To authorise the sealing/signing of documents

To elect the Chair and Vice Chair of the Council

To select committees

To nominate/ appoint representatives to any authority, organisation or body

To confirm schedules of meetings of the Council and Committees for the ensuing year

To receive reports referred to the Council from the various committees, sub-committees or working parties

To co-opt new members

To consider grant applications

To respond to the LPA on major planning applications

To organise community events on Council property and to deal with the letting of facilities for events for: music, theatre, shows, exhibitions, car boot sales, youth events and activities

To review relevant licences

COMMITTEES

Delegated business - decisions can be made by a committee and implemented immediately afterwards.

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Office opening hours Monday – Friday 9.00am-3pm



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Full council will be notified by means of the report at the Council meeting, but decisions cannot be altered by the Full Council.

Referred business - decisions can be made by a committee but not implemented until after ratification by the Full Council (can be overturned during the committee report).

Recommendations to the Full Council or to other committees - matters considered by the Committee and recommendations made, but decision to be made by the Full Council or appropriate committee.