



# ANDOVER TOWN COUNCIL

## Full Council Terms of Reference

### TERMS OF REFERENCE

#### Structure and Quorum:

The Council is the Corporate Body and comprises 16 Members and shall appoint a Town Mayor and Deputy Town Mayor at the Mayor Making in May annually.

The quorum of the Full Council shall be nine (9).

#### Responsibilities:

The following matters are reserved for Full Council decision, notwithstanding that the appropriate committee may make recommendation thereon to the Full Council for consideration and approval.

- To approve the budget and setting the precept
- To approve the Annual Return and Audit of Accounts
- Authorisation to borrow
- Making of Orders under any statutory powers
- Making, amending or revoking by-laws
- Election of a Chairman
- Election of a Vice-Chairman
- Appointment of Committees
- Appointing Council Representatives to outside bodies
- Manage the Clerk and RFO
- Matters relating to the Council's Code of Conduct
- To approve the calendar of meetings
- Matters relating to use and eligibility of the General Power of Competence
- *Confirmation that the criteria for Council Accreditation has been met<sup>1</sup>*
- To approve capital projects
- To approve expenditure over £5,000
- Creation and appointment of working groups that fall under Full Council.
- Revoke delegated responsibilities, following a resolution
- To submit any planning application on behalf of the Council
- To approve the write-off of any debts
- To approve virements
- To approve supplementary budget requests that fall outside of the remit of Standing Committees and Officers
- Nomination and appointment or representatives of the council to any other authority, organisation or body.
- To appoint an external auditor.

<sup>1</sup> Not needed yet but with a hope that ATC will apply for a Council Award by the middle of next year.

## **Standing Committees:**

Each of the Committees have their own Terms of Reference approved by Full Council.

- Policy and Resources Committee
  - HR Sub-Committee (the HR body is a **sub-committee of P&R**, appointed under delegated authority and reporting to P&R)
- Planning Committee
- Community and Events Committee
- Allotments Committee
- Grants Committee

## **Business Plan**

1. Have due regard to the [Andover Town Business Plan 2025-27](#)
2. To annually review any modifications recommended to the Business Plan by the Policy and Resources Committee.

## **Urgent Business**

To provide any two elected members, normally the Chairman and the Vice Chairman of the Policy & Resources Committee to be consulted by the Town Clerk to deal with urgent matters which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

Urgent business should typically meet at least one of these conditions:

- Could not have been foreseen at the last meeting
- Are time-sensitive
- Fall outside existing delegated authority
- Require action to prevent risk or significant cost to the Council