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.

- Approval of the budget and setting the precept
- Approval of 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 Councils Code of Conduct
- Approval of 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*[1]
- 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
- Submission of 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.

[1] 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
- Planning Committee
- Community and Events Committee
- Allotments 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