



APPENDIX C

Terms of Reference

29th April 2026

2 - FINAL

Information:

Title :	GDTC Terms of Reference	
Original Date :	May 2019	
Author(s) :	Clerk	
Approved :	Title :	Signature :
Annual Council Meeting May 2019	ACM	Councillors in attendance

Review / Revision History:

Version :	Review Date :	Next Review Date :	Description of Changes :	Review / Revision by: Name : Title :	
	12 th May 2025		To remove the Executive Committee	ACM May	
	13 th May 2024		Amendments to number of Full Council meetings, Executive Committee Meetings	ACM May	
	15 th May 2023		Include Allowances for Chair, Deputy Chair, Mayor & Deputy Mayor Revised amount of members on Executive Committee	ACM May	
V2	October 2020		Information on the Roles - Mayor - Chair - Vice Chair Meeting Schedule - Full Council Meeting	OCM October	

Purpose : TERMS OF REFERENCE

GENERAL (Local Government Act 1972)

A local council is empowered to appoint one or more committees or sub-committees for the purpose of discharging any of its functions; and unless the local council otherwise directs, a committee may itself arrange for the discharge of its functions by a sub-committee. It is not necessary for the local council to ratify the committee decisions where delegation applies (Local Government Act 1972 s.101)

The membership and terms of office committees is fixed by the council and of sub-committees by the appointing committee.

The number of members of a committee or sub-committee is determined by the appointing council or committee, as the case may be.

A council may establish its own criteria for appointing members to its committees (in standing orders) and may remove members who fail to satisfy the criteria. A co-opted member may be removed from a committee by the council at any time.

A committee does not hold office beyond the next annual council meeting. The council may at any time abolish a committee, change its membership or withdraw or alter the powers delegated to it.

Minutes of committee meetings must be recorded and kept. They should be presented to the council but only for the council's approval when the minutes relate to functions which have not been delegated to the committee. Otherwise, the minutes will be reported for information only.

The quorum, proceedings and place of meetings are usually incorporated in Standing Orders. They can be varied or revoked as the council decides.

Legal Information : Local Government Act 1972 Section 101

Arrangements for discharge of functions by local authorities.

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions—

- (a) by a committee, a sub-committee or an officer of the authority; or*
- (b) by any other local authority.*

[F1(1A)A local authority may not under subsection (1)(b) above arrange for the discharge of any of their functions by another local authority if, or to the extent that, that function is also a function of the other local authority and is the responsibility of the other authority's executive.

(1B) Arrangements made under subsection (1)(b) above by a local authority ("the first authority") with respect to the discharge of any of their functions shall cease to have effect with respect to that function if, or to the extent that,—

(a) the first authority are operating or begin to operate executive arrangements, and that function becomes the responsibility of the executive of that authority; or

(b) the authority with whom the arrangements are made (“the second authority”) are operating or begin to operate executive arrangements, that function is also a function of the second authority and that function becomes the responsibility of the second authority’s executive.

(1C) Subsections (1A) and (1B) above do not affect arrangements made by virtue of section 19 of the Local Government Act 2000 (discharge of functions of and by another authority).]

(2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee or an officer of the authority and where by virtue of this section any functions of a local authority may be discharged by a sub-committee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(3) Where arrangements are in force under this section for the discharge of any functions of a local authority by another local authority, then, subject to the terms of the arrangements, that other authority may arrange for the discharge of those functions by a committee, sub-committee or officer of theirs and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of that other authority.

(4) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub-committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

(5) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so,—

(a) they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities; and

(b) any enactment relating to those functions or the authorities by whom or the areas in respect of which they are to be discharged shall have effect subject to all necessary modifications in its application in relation to those functions and the authorities by whom and the areas in respect of which (whether in pursuance of the arrangements or otherwise) they are to be discharged.

Information on the Roles.

Role :	Role Information :
Mayor	The Ceremonial Role of the Mayor is to be a representative for Great Dawley Town Council, the community and local democracy, ensuring that role held is in a dignified and impartial manner. • To attend and host receptions and other events associated with charitable, business and voluntary organisations operating within the Town Council's area. • There may be occasions when the Mayor is invited to events outside the Parish area to represent Great Dawley. The Financial arrangement for the role of Mayor is in the form of a Special Responsibility Allowance is claimable, details can be found in the relevant policy. The Mayor Allowance currently allowed within the Budget is allocated to this post holder
Deputy Mayor	In the absence of the Mayor the Deputy Mayor will deputise for the Mayor and carry out all commensurate functions as above. There is no allowance allocated to this role
Chair of the Council	The Role of the Chair of the Council is to preside over the Town Councils meetings as follows: - Annual Council meeting - Ordinary Council meeting The role of Chair of the Council to discharge Town Council business and decisions. The Chair of the Council will also be the day to day responsible person within the Council, meeting with the Clerk weekly. Ensuring policies are carried and providing direction to the council. The financial arrangement for the role of Chair is in the form of a Chair allowance allocated annually. The Chair Allowance currently allowed within the Budget is allocated to this post holder
Deputy Chair of the Council	In the absence of the Chair of the Council the Deputy Chair of the Council will deputise for the Chair of the Council and carry out all commensurate functions. There is no allowance allocated to this role

MEETING SCHEDULE

Meeting :	Schedule :	Role Chairing Meeting :
Annual Council Meeting	Held 1 time per year - May	Chair of the Council Deputy Chair of the Council in the absence of the Chair of the Council
Full Council Meeting	Held 9 times per year (Meeting dates agreed at ACM annually)	Chair of the Council Deputy Chair of the Council in the absence of the Chair of the Council
Personnel Sub-Committee	Meeting is called on an adhoc basis when required	Chair of Personnel Sub- Committee Vice Chair in the absence of the Chair
Planning Sub-Committee	Meeting is called on an adhoc basis to review a specific planning application	Chair of Planning Sub- Committee Vice Chair in the absence of the Chair
Working Groups	Adhoc basis, will convene at the request of Full Council	Chair of Working Group Vice Chair in the absence of the Chair

TERMS OF REFERENCE

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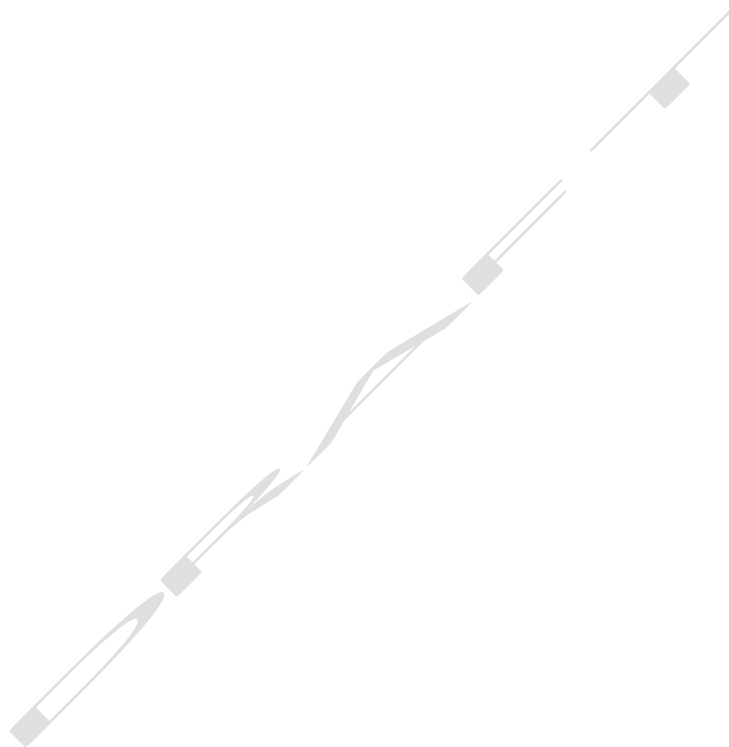
PLANNING SUB-COMMITTEE

- 1 Planning Committee to be known as "Planning Sub-Committee"
- 2 Number of members: 14 Quorum of 3
- 3 All Councillors are notified on a weekly basis of Planning Applications within Great Dawley parish Boundary and can contact the Clerk if they wish to call a Planning Sub-Committee meeting to review a specific planning application.
- 4 A specific planning sub-committee meeting will be called and/or matters can also be dealt with at the next nearest Full Council meeting, if required.
- 5 Where Councillors have not identified to review a specific planning application the Clerk on behalf of the Town Council will not make contact with the Planning Authority or make comment on the electronic planning portal for any planning applications. The Town Council will regard this as 'no comment'.
- 6 Where Councillors have identified to review a specific planning application the Clerk on behalf of the Town Council will make contact with the Planning Authority and/or make comment on the electronic planning portal for the specific planning application as agreed at the meeting.

TERMS OF REFERENCE

PERSONNEL SUB-COMMITTEE

- 1 Number of members: 5 Quorum of 3
- 2 Chair and Vice-Chair to be elected at the first meeting of the committee
- 3 The Chair and Vice-Chair of the Council are ex-officio members of the committee
- 4 This Sub-committee has limited delegated authority and will meet only as necessary. It is delegated to deal with staff issues (other than the Clerk) including: Appointment and Appraisals. The agreed terms regarding Disciplinary Procedure and Grievance Procedure apply.



TERMS OF REFERENCE

WORKING GROUPS

- 1 Number of members: 5 Quorum of 3
- 2 Chair and Vice-Chair to be elected at the first meeting of the committee
- 3 The Chair and Vice-Chair of the Council are ex-officio members of the committee
- 4 A Working Group will convene at the request of Full Council and will dissolve once the specific area / project or piece of work has been completed.
- 5 The Working Group has limited delegated authority and will meet only as necessary to focus on discussion or activity around a specific area / project or piece of work.
- 6 The Working Group will report back its recommendation and/or findings to Full Council as previously directed.