



"Stronger together"

Grantham Town Council

Terms of Reference

1 MEMBERSHIP

- Council consists of 22 members
- The Chairman and Vice Chairman to be elected by the Council at its' Annual meeting.
- Ambassador of Grantham to be elected at Annual Council
- The Deputy Ambassador of Grantham to be elected at Annual Council
- The Chairman and Vice Chairman once elected, to determine how they would like to be identified.

2 AIMS

To carry out all statutory functions reserved to Council, including but not limited to:

- To approve the Annual Budget and Precept demand
- To approve expenditure against General Fund/Earmarked Reserves and any virements across Committee budgets
- Committee appointments, key governance documents and policies
- To review and amend the Standing Orders and the functions and constitution of the Committees of the Council.
- To approve a schedule of meetings of the Council and its Committees
- To approve the appointment or nomination by the Council of persons to fill vacancies on outside bodies.
- To take appropriate action on the recommendations of Committees or Working Parties of the Council as necessary.
- To review the Terms of Reference and delegated authority provided to Committees and the Town Clerk from time to time.
- To consider any matters within the Terms of Reference of another Committee at any time.
- The appointment and dismissal of the Town Clerk/Responsible Finance Officer.
- To approve Accounts for Payment
- To authorise the sealing of legal documents, leases, contracts and licences where authority to do so is not provided elsewhere.
- To respond to major consultations and those outside of the scope of other Committees.
- To consider all other matters outside of any other Committee's Terms of Reference.
- To receive the External Audit report and approve the Annual Return.

3 MEETINGS

- The Council will hold at least quarterly meetings, with dates being included in the Council's meeting calendar.
- Additional/special meetings can be called as required per Standing Orders.
- The Annual Town Council Meeting will be held in May

4 QUORUM

Seven members or one third of the total membership, whichever is the greater, shall constitute the quorum at meetings of the Town Council.

5 GOVERNANCE

- Minutes of meetings will be document and circulated.
- The minutes will then be approved at the next Council Meeting.

Date	Purpose/change	Date considered and agreed by Town Council	Date adopted	Review Date
21.06.24	Created			
02.09.24	Review	Governance Committee		
18.10.24	Review, and adoption	Town Council	18.10.24	May/June 2025