



**Terms of Reference
and
Delegation of Powers to Committees**

2014–2015

Adopted by Full Council 12.05.2014

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Note: Amendments to these Terms of Reference may be made from time to time by resolutions of the Town Council.

Terms of Reference

Warminster Town Council

The following matters shall be reserved for decision by the Town Council, but the appropriate Committee(s) may make recommendation for the Council's consideration:

1. The Precept
2. Borrowing money
3. Making, amending or revoking Standing Orders, Financial Regulations, Duties and Powers of Proper Officer provisions
4. Making, amending or revoking by-laws
5. Making of Orders under Statutory Powers
6. Matters of principle or policy
7. Addressing recommendations in any report from the Internal and External Auditors
8. Nomination or appointment of representatives of the Town Council on any authority, organisation or body (except approved conferences or meetings)
9. Nomination of members of all proper and sub committees
10. New powers or duties
11. Prosecution or defence in a Court of Law
12. Nomination or appointment of representatives of the Council to any enquiry on matters affecting the town
13. To receive and adopt the Annual Accounts
14. To receive and sign off the Annual External Audit and Return
15. To receive reports referred to the Town Council from the various Committees/Sub-Committees
16. To set up Working Groups as necessary
17. To receive reports and consider recommendations from all Working Groups set up by Full Council
18. To authorise the sealing of various documents with the Common Seal
19. To appoint representatives on outside bodies or joint bodies
20. To confirm the appointment of the Town Mayor/Deputy Mayor
21. To confirm the schedule of meetings of the Town Council/Committees/Sub-Committees for the ensuing year
22. To receive petitions and deputations from members of the public or any organisations
23. Any other matters not delegated to a Committee or Sub-Committee or referred to the Council by Committees or Sub-Committees

