

## May 2024 Annual Council Meeting Agenda

### Agenda Item 8.2 To review Terms of Reference (Committees/Sub Committee) for the Council Year

All existing Terms of Reference require to be reviewed each year by Council. Terms of Reference are the “rules” for each Committee that we have.

Standing Committees of the Council are:

- Finance, Audit & Personnel
- Planning, Environment & Transport
- Recreational & Facilities

As per the Internal Audit Report for 2023/2024 there has been a recommendation for Council to either:

- Increase Committee membership
- Or
- Nominate “reserve Councillors” to attend on behalf of appointed Councillors unable to attend meetings.

At the Finance, Audit & Personnel Committee meeting held on Tuesday 7<sup>th</sup> May 2024 the following was resolved to recommend to Full Council:

**Resolved:** To recommend to Full Council to increase each Standing Committee membership to 6 Members. Proposed by D. Garrity, seconded by K. Sutcliffe.

**Outcome:** All in favour, motion carried.

Full Council is now required at their meeting to consider this recommendation as an amendment to the Terms of Reference for each Standing Committee of the Council.

In relation to a proposed Sub-Committee of the Council for Aylesham Centenary Celebrations, newly drafted Terms of Reference are attached to the email with this report. Please note that as this is a Sub-Committee of the Council therefore a minimum of 3 Councillors are required to be Committee Members. Council are required at their meeting to consider adopting this new sub-committee and the Terms of Reference are proposed.

**Kate Robinson**  
**Chief Executive Officer**  
**May 2024**