



OVERVIEW AND SCRUTINY COMMITTEE

TERMS OF REFERENCE 2025-26

Membership of Committee

- The Committee shall comprise eight members: four Town Councillors and four members of the public.
- The Chair shall be a Town Councillor elected by committee members at the first meeting of each municipal year. The Vice-Chair may be any member.
- Public members will be selected through an open application and interview process to ensure a broad representation of the community.
- Four members shall constitute a quorum.

Frequency of Meetings

- The Committee shall meet quarterly. Extraordinary meetings may be called by the Chair with agreement from the Proper Officer.
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

- This committee has no delegated authority.
- Findings and recommendations of the Committee shall be reported to the next available Governance and Resources Committee or relevant service committee, and subsequently to Full Council where required.

Purpose and Scope:

- To monitor and scrutinise the delivery and performance of council services
- To review budget expenditure and value-for-money
- To consider operational efficiency across council facilities (e.g. hall hire, allotments, cemetery)
- To make evidence-based recommendations for service improvement
- To support transparency and public engagement in council operations

ADOPTED AT THE TOWN COUNCIL MEETING HELD ON 3 SEPTEMBER 2025