

## CONSTITUTION OF THE BOSTON TOWN AREA COMMITTEE

### 1. Name of the Committee

The Committee shall be called the “Boston Town Area Committee” (referred to in the document as “BTAC”).

### 2. Membership

The Committee comprises all elected Members representing the town wards of Boston.

### 3. Election of Chairman and Vice-Chairman

BTAC shall, at its first meeting of the Municipal Year, elect a Chairman and Vice-Chairman and shall be responsible for filling any vacancy.

### 4. Role

- a) To exercise and perform the powers and duties of the Council in respect of the non-parished Boston town area of the Borough for those services and functions delegated to it.
- b) To take responsibility for the town’s Special Area Expense Account (SAEA)
- c) To reflect and represent the views of town wards and residents.

### 5. Meetings

- a) Ordinary meetings of the Committee shall be held on such dates as the Council shall at its annual meeting decide.
- b) The Committee may decide to hold such special meetings as it considers necessary.
- c) The Chairman or, in his absence, the Vice-Chairman may call a special meeting of the Committee at any time following consultation with the Chief Executive.

### 6. Quorum

The quorum for BTAC shall be six Members.

### 7. Functions and Powers

- 7.1 To exercise and perform the powers and duties of the Council in relation to the following functions in respect of the non-parished Boston Town area of the Borough:
- a) In accordance with any agreed arrangements, to comment on applications for planning permission, conservation area consent and advertisement consent and other related matters but maintaining at all times an objective that all planning applications remain able to be determined in full by the Planning Authority within the government required target periods of 8 weeks or 13 weeks from the date of receipt.
  - b) To provide and maintain urban open spaces, play areas, allotments and seats.
  - c) To provide and maintain other facilities and services which are mainly intended for the use and benefit of residents for the non-parished Boston Town area.
  - d) To monitor and review the performance of services under the purview of the Committee.
  - e) To recommend a precept to cover items of expenditure incurred under the Special Area Expense Account.
  - f) To act as a consultee on major initiatives, projects and developments affecting the town area.
  - g) To make community development grants to town-based organisations and events.
- 7.2 BTAC may not make a decision that significantly affects a part of the Borough and in respect of which the Committee does not have functions or all of the Borough's area. Specifically, the Committee does not have delegated powers to take decisions on outsourcing of services. It must operate within the allocated budget for the town area (that is to say the Town Special Area Expense Account).
- 7.3 BTAC is authorised to appoint sub-committees or working groups, drawn from its own membership, to assist with any of its functions.

### 8 Procedure at Meetings

- 8.1 Procedure at meetings of BTAC will be governed by the Council Procedure Rules which apply to committees, as supplemented or amended by these rules.
- 8.2 The rules on public speaking rights at BTAC meetings are as follows:
- a. Public speaking is allowed at the discretion of the Chairman;
  - b. Members of the public may place items on the agenda for meetings of BTAC on at least ten days notice being given to the Council.

- c. A 10 minute public speaking slot is provided for at the beginning of meetings of BTAC, which may be extended by the Committee or at the discretion of the Chairman.
- 8.3 BTAC may invite individuals or representatives from other agencies and groups to participate in the proceedings of the Committee as and when appropriate, other than by way of co-option as voting members.
- 8.4 Any member of BTAC shall be entitled to give notice to the Chief Executive that he/she wants an item relevant to the functions of the Committee to be included on the agenda for the next available meeting of the Committee. On receipt of such a request the Chief Executive will ensure that it is included on the next available agenda.

### **9 Access to Information**

BTAC will comply with the Access to Information Rules contained in Part 4 of the Council's Constitution.

*Approved by Council on 9 May 2005 and amended by Council on 24 April 2006*

### 8.8 Boston Town Area Committee (BTAC)

#### Terms of Reference

To exercise and perform the powers and duties of the Council in relation to the following functions in respect of the non-parished Boston Town area of the Borough:

- In accordance with any agreed arrangements, to comment on applications for planning permission, conservation area consent and advertisement consent and other related matters but maintaining at all times an objective that all planning applications remain able to be determined in full by the Planning Authority within the ODPM agreed target periods of 8 weeks or 13 weeks from the date of receipt.
- To provide and maintain urban open spaces, play areas, allotments and seats.
- To provide and maintain other facilities and services which are mainly intended for the use and benefit of residents for the non-parished Boston Town area.
- To monitor and review the performance of services under the purview of the Committee.
- To recommend a precept to cover items of expenditure incurred under the Special Area Expense Account.
- To act as a consultee on major initiatives, projects and developments affecting the town area.
- To make community development grants to town-based organisations and events.

BTAC may not make a decision that significantly affects a part of the Borough are in respect of which the Committee does not have functions or all of the Borough's area. Specifically, the Committee does not have delegated powers to take decisions on outsourcing of services. It must operate within the allocated budget for the town area (that is to say the Town Special Area Expense Account).

BTAC is authorised to appoint sub-committees or working groups, drawn from its own membership, to assist with any of its functions.

#### The Membership

The Committee comprises all elected Members representing the town wards of Boston.

#### NOTES:

By convention it is accepted that the Boston Town Area Committee operates as if it were a Parish with the power to set a precept and an understanding

## **Appendix C**

that, in practice, other committees cannot spend Boston Town Area resources or block expenditure approved by the Boston Town Area Committee.

A copy of the BTAC constitution is attached as an Appendix.