

# Harborough District Council



## Report to Market Harborough Special Expenses Advisory Panel

23<sup>rd</sup> July 2024

<b>Title:</b>	Terms of Reference for Market Harborough Special Expenses Advisory Panel
<b>Status:</b>	Public
<b>Key Decision:</b>	No
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<b>Portfolio Holder:</b>	Councillor Jim Knight
<b>Appendices:</b>	A. Draft Terms of Reference (current version)

### Summary

- i. Agree Terms of Reference for the Market Harborough Special Expenses Advisory Panel

### Recommendations

That the Panel agree the Draft Terms of Reference attached at Appendix A.

### Reasons for Recommendations

- i. To enable the Panel to operate within an agreed Terms of Reference.

## 1. Purpose of Report

- 1.1. To propose a Terms of Reference for the Market Harborough Special Expenses Advisory Panel.

## **2. Background**

- 2.1 On 11 January 2016 Cabinet agreed to the creation of the Market Harborough Special Expenses Advisory Panel (the Panel).
- 2.2 The considerations relevant to the establishment of the Panel are set out in the Cabinet report:

[Document.ashx \(harborough.gov.uk\)](#)

## **3. Recommendation**

- 3.1 It is recommended that the Panel consider the Draft Terms of Reference attached at Appendix A, make any required amendments, and adopt a final version.

## **4. Background papers**

- 4.1 Cabinet Executive meeting of 10<sup>th</sup> June 2024.

[Document.ashx \(harborough.gov.uk\)](#)

**Draft Terms of Reference**

**Appendix A**

**Market Harborough Special Expenses Advisory Panel**

July 2024

These Terms of Reference apply to the Market Harborough Special Expenses Advisory Panel (the Panel).

The Panel will give consideration to the expenditure of Special Expenses secured within the Market Harborough non-parished area, in line with this Terms of Reference, and make recommendations to Cabinet for approval.

1. The Cabinet has established the Panel to consider provision and service proposals which either solely or predominantly affect the Market Harborough Special Expenses area, and to make recommendations to Cabinet on expenditure of the Special Expenses. To consider a broad range of proposals including (but not limited to) Cemeteries, Planned Preventative Maintenance (Cemetery), Other Expenses, Parks, Recreation Grounds & Open Spaces, Planned Preventative Maintenance (Parks/Recreation Grounds), Events and grants.
2. The Panel will comprise all ward members from within the non-parished Special Expenses area.
3. The Panel will appoint its chairman and vice chairman (if it decides to have a vice chairman) normally at the first meeting after Annual Council.
4. The quorum of the Panel meetings will be at least one quarter of the total membership of the Panel or four whichever is the greater.
5. Panel meetings will normally be open to the public and press. The Access to Information rules (2- 10) do not apply to the Panel and the Panel may hold its meeting without the public and press in attendance as indicated on the agenda.
6. The date, time and place of the Panel meetings will be decided by the Chairman, but it is anticipated that meetings will be quarterly; or as often as is required by agreement of the Chairman.