



Bridlington Town Council Terms of Reference – Contracts and Policy Committee

1. By virtue of s101 & s102 Local Government Act 1972, Bridlington Town Council has resolved to delegate some of its functions to the Contract Committee.
2. The Contract Committee, unless the Council otherwise directs, may arrange to discharge any of its delegated functions to one or more Sub-Committees or to Officers of the Council.
3. The Contract Committee shall be appointed for one year and be elected at the Annual Meeting in May.
4. The Council shall indemnify Members of Committees an Officer acting bona-fide in the exercise of delegated powers in any case where proceedings may be brought against them in respect of any acts done by them in the proper discharge, or the purported discharge, of functions delegated to them.
5. The Committee shall consist of **six** Councillors appointed annually at the Annual Meeting in May.
6. The Quorum of the Committee shall be **three**.
7. The Committee shall elect a Chairman and Vice-Chairman at its first meeting following the Council's Annual Meeting.
8. All Standing Orders adopted by the Council shall apply to the Contract Committee.
9. Notices/agendas of the meetings of the Contract Committee shall be sent to all Councillors, with a copy being placed on the Notice Board and on the website.
10. Minutes of the meetings of the Contract Committee shall be kept with copies being placed on the Council's website.
11. The Contract Committee will be delegated to arrange, administer and manage works that are reasonable and practical for the efficient management of all contract responsibilities and undertakings.
12. The Contract Committee is enabled to manage specific individual undertakings/works up to and including the amount of £50,000. Any specific undertaking/works above £50,000 the Contract Committee will refer the matter to full council for consideration. This figure will be reviewed if deemed necessary by Council.
13. The Council is devolving full power to the Committee to do anything that is reasonably and practicably necessary for the safe and frugal, fiscal management of the Council's contracts.