

# Terms of Reference for the Town Guide & Map



**Type & Function:** Committee of the Council  
**Report Author:** David Liddle, Town Clerk  
**Adopted:** 23 May 2018  
**Reviewed:** 9 May 2019  
**To Be Reviewed:** May 2019

<p><b>Voting Members</b> Six members of the Town Council one of which is an ex-officio position for the Chairman or the Deputy Chairman</p>	<p><b>Quorate</b> Three</p>
<p><b>Meeting Location and Frequency</b> Council Chamber a minimum of four times year</p>	<p><b>Clerk</b> Assistant Clerk</p>
<p><b>Non-Voting Members</b> Not applicable to this committee.</p>	
<p><b>Aim and Role</b>  <b>Aim</b> Produce interesting and visually impactful Town Guide and Maps.</p> <p><b>Roles</b> The Committee is to:</p> <ol style="list-style-type: none"> <li>i. Manage the process of compiling, drafting, creating, printing and distribution of Town Guide and Maps.</li> <li>ii. Set all service and cost prices in relation to the Town Guide and Maps, including adverts. This should be done at the same time as the budget is created.</li> <li>iii. Ensure donations and advert income is collected and accounted for.</li> </ol>	
<p><b>Budgetary Control</b> Not applicable to this committee.</p>	
<p><b>Budgetary Oversight</b> Committee to have budgetary oversight of the following expenditure lines:</p> <ul style="list-style-type: none"> <li>• 6402 Guide</li> <li>• 6403 Maps</li> </ul> <p>Committee to have budgetary oversight of the following income line:</p> <ul style="list-style-type: none"> <li>• 4570 Guide Adverts</li> <li>• 4580 Guide Donations</li> </ul>	

- 4590 Map Adverts
- 4595 Map/Guide Grants

**Delegated Powers**

- a. Manage the process of compiling, drafting, creating, printing and distributing the Town Guide and Maps.
- b. On an annual basis create a budget setting out the cost associated with the creation of a guide or map and the income that is expected. If a profit is projected the Committee must explain why and what it intends to do with it as part of the budget. The budget must be sent to the Finance & General Purpose Committee before the 30 November.
- c. Power to set the cost of adverts. Costs for adverts and other services associated with the guide or map must be set out at the same time as the budget is created.
- d. Responsible for ensuring that all income associated with the guide and maps is accounted for.
- e. Chairman to issue press statements regarding the Town Guide and Map on behalf of the Council.

**Annual Procedural Business**

- a. Produce a Town Guide or Map.
- b. Set a budget for the next year's Town Guide or Map for inclusion as part of the Council's budget.
- c. Review the cost of services related to the Town Guide or Map, including adverts.