

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

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## COUNCIL OFFICES SUB-COMMITTEE

### TERMS OF REFERENCE

1. The Council Offices Sub-Committee (the sub-committee) is a sub-committee of the Assets and Operations Committee (the committee).
2. The sub-committee shall comprise five councillors appointed by the committee including the Chairman and Deputy Chairman of the committee.
3. The sub-committee shall elect a member as Chairman and may appoint a Deputy Chairman.
4. Meetings of the sub-committee shall be convened by the Town Clerk with a minimum of three clear days' notice.
5. Meetings of the sub-committee shall be open to the public in accordance with Standing Order 94.
6. The quorum of the committee shall be three members.
7. The sub-committee has delegated authority to facilitate the adopted business plan for the Council Offices. It shall not exceed the total expenditure as agreed in the business plan without prior approval.
8. The sub-committee shall provide a report to each Assets and Operations Committee meeting and may report directly to Council or the Personnel Committee as necessary.