



Matlock
TOWN COUNCIL

Lead Councillors- Terms of Reference

Lead Councillors are responsible to the Council and have the following remit:

1	FUNCTION	To provide a point of contact between the Council and staff members, assisting to resolve any issue that arises, within their specific role which does not require a full Council resolution.
2	MEETINGS	Meetings between the Lead Member and an appropriate member of staff, to be arranged as and when necessary.
3	DELEGATED POWERS	Lead members have no delegated powers.
4	REPORTING TO COUNCIL	Any matter which requires a Council decision will be placed on an appropriate agenda (i.e. Full Council, Corporate, Events, Environment or Planning Committee) by the Clerk and will be accompanied by a full written report by the Lead Member.
5	REVISION	A review of Lead Councillors and their duties will be taken annually, in May.

AREAS OF RESPONSIBILITY:

1	LEADER	Chair of Corporate Committee Policies; governance; training; Council Strategic Plan (review) and, following instruction by Full Council, any other issues that may fall within their specific area of responsibility.
2	FINANCE/BUSINESS	Management and financial control of the Councils' financial affairs in accordance with the current Financial Regulations

		and, following instruction by Full Council, any other issues that may fall within their specific area of responsibility.
3	ENVIRONMENT	LAND (and associated equipment) Any areas of land which the Council owns or manages and the equipment required to maintain the land satisfactorily including public conveniences and street furniture FOOTPATHS The public footpaths within Matlock (<i>Minor Maintenance Agreement with Derbyshire County Council</i>) TREE MANAGEMENT Overseeing the maintenance of the Council's tree management scheme and advising on new schemes. CLIMATE CHANGE Delivery of Council's <i>Climate and Ecological Action Plan</i>; work with the community and community groups to raise awareness of climate change and support the town in reducing global warming; and, following instruction by Full Council, any other issues that may fall within their specific area of responsibility. and, following instruction by Full Council, any other environmental issues that may fall within their specific area of responsibility.
6	REMEMBRANCE	Annual Remembrance services; RBL Poppy Appeal and, following instruction by Full Council, any other issues that may fall within their specific area of responsibility.
7	FLOODING	Flood preparedness; flood related communications and liaison between relevant agencies; and, following instruction by Full Council, any other issues that may fall within their specific area of responsibility.
9	EVENTS	Any event that the Council may decide to organise. Following instruction by Full Council, any other issues that may fall within their specific area of responsibility.
10	IMPERIAL ROOMS	Imperial Rooms and, following instruction by Full Council, any other issues that may fall within their specific area of responsibility.