**Report of the Clerk 8th April 2024 Governance Committee.**

**Summary of proposed amendments to Terms of Reference (TOR) for Committees.**

1. All the TOR to have their approval history updated.
2. In some cases it is not clear at which level approvals are needed. So ‘Full Council’ has been inserted to replace ‘council’ to improve this clarity.
3. It is proposed to increase the membership of committees in order to improve the likelihood of quoracy.
4. It is proposed to move responsibility for the operations of the Library to Community.
5. Responsibility for Defibrillators has been added to Community Committee where the responsibility for the budget is located.
6. To further clarify the decision making process on staffing and staffing budget decisions.