



## TERMS OF REFERENCE OF THE KINGS LYNN AREA COMMITTEE (“KLAC”)

### 1. Definitions

<b>Approved Resource</b>	Officer resource approved by the chief executive of the Council
<b>Area</b>	Means the delineated area lined red on the map attached as Appendix A
<b>Budget</b>	Means the annual budget approved by the Council
<b>Cabinet</b>	Means the executive of the Council within the meaning of the Local Government Act 2000
<b>Corporate Strategy</b>	Means the current corporate strategy adopted by the Council
<b>Council</b>	Borough Council of King's Lynn and West Norfolk
<b>KLAC</b>	King's Lynn Area Committee
<b>King's Lynn Special Expenses</b>	Means special expenses allocation to King's Lynn in pursuance of sections 34 and 35 of the Local Government Finance Act 1992
<b>Member</b>	An elected Councillor
<b>Financial Year</b>	Means 1 April to 31 March
<b>SLT</b>	the Senior Leadership Team of the Council

### 2. Status

2.1 The King's Lynn Area Committee (“KLAC”) is an executive area committee constituted pursuant to section 9E of the Local Government Act 2000 and established by Cabinet on 5 March 2024.

2.2 The decisions of KLAC will be executive decisions subject to call-in under the Council's constitution.



2.3 KLAC is established to discharge the functions set out within these terms of reference within the Area.

### **3. Composition & Operation**

3.1 KLAC shall comprise of all ward Members from the Area.

3.2 All KLAC Members shall have voting rights.

3.3 KLAC does not have to be politically proportionate as it is an area committee.

3.4 KLAC shall be supported by a member of SLT and an officer from democratic services. KLAC may invite other senior officers and/or Cabinet Members to attend meetings where relevant to an agenda item.

3.5 Quorum is four voting KLAC Members.

3.6 KLAC may establish sub-committees, tasks groups or informal working groups for the purposes of carrying out any of its work.

3.7 Meetings of KLAC shall be held no less than 6 times per annum.

### **4. Functions**

The functions of KLAC will be as follows:

4.1 To determine the spend of any Budget allocated to KLAC. Such decisions are to be made in accordance with clause 5.

4.2 To authorise the submission of applications for funding for the Area, for example Community Infrastructure Levy funding or the County Council's Parish Partnership Programme, with the operational use of Approved Resource to prepare and submit funding applications.



- 4.3 To determine where surplus funding raised in connection with King's Lynn Special Expenses should be utilised within the Area. Such decisions are to be made in accordance with clause 5.
- 4.4 To provide recommendations to Cabinet on new priorities for King's Lynn Special Expenses.
- 4.5 To monitor expenditure against King's Lynn Special Expenses including itemised special expenses and contingency reserve throughout the Financial Year.
- 4.6 Enable Members from the unparished area of King's Lynn to meet together to discuss issues of mutual interest which have implications beyond the boundaries of individual wards.
- 4.7 To act as a consultative forum on issues affecting the whole or the majority of the unparished area of King's Lynn including planning applications for major developments.
- 4.8 To encourage and carry out community engagement within King's Lynn residents, with Approved Resource where necessary.
- 4.9 To makes decisions in accordance with the Council's approved budget and policy framework.

## 5 **Funding Decisions**

- 5.1 Decisions under 4.1 and 4.3 above can be taken to authorise capital or revenue spend on or connected to the use of South Lynn Community Centre and/or Fairstead Community Centre.
- 5.2 The process for making any other decisions under clause 4 shall be determined by KLAC on a case by case basis having regard to the principles of fairness and the strategic direction that KLAC seeks to achieve.
- 5.3 When authorising funding decisions, KLAC shall have regard to any ongoing revenue cost to the Council as a result of that decision and how these ongoing revenue costs will be paid.



## 6 **Review**

KLAC will review these Terms of Reference annually and make any recommendations for change to Cabinet.