



# COMMITTEE TERMS OF REFERENCE

Adopted by council on 22 February 2018  
Review annually after May annual council meeting

## **PLANNING, TRAFFIC & PARKING COMMITTEE**

The committee has the power to make decisions on behalf of council as set out below and to spend/manage the committee budget allocated by council annually.

<b>Number of Seats:</b>	6
<b>Chairman:</b>	To be elected by the committee at the first meeting held after the Annual council meeting in May each year
<b>Vice chairman</b>	As above
<b>Quorate:</b>	3 minimum
<b>Meeting frequency:</b>	Generally every 3 weeks at 7.00 pm
<b>Budget:</b>	As determined annually by council

### **RESPONSIBILITIES**

#### **Planning**

1. To make representations, as a statutory consultee, to the Local Planning Authority on any application referred to the council and on any other matter that affects the town.
2. To take into consideration approved development plans, planning guidance and policies together with the strategic aims of the council and to oversee the development and implementation of the Neighbourhood Development Plan.
3. To consider and comment on strategic planning issues that may impact on the town.

#### **Traffic & Parking**

1. To consider all highway matters and to comment on consultations from national, county or district authorities that are likely to have an impact on the town.
2. To be proactive in the development of the town's infrastructure with the object of improving aesthetic and amenity quality of the town. This includes street lighting, parking, scheduled footpaths and bridleways.
3. To consider all types of user.
4. To make provision for adverse weather conditions and review town's Emergency Plan on an annual basis.

### **DUTIES & POWERS**

1. To elect a chairman
2. To elect a vice chairman
3. To agree projects/activities for the committee on an annual basis and to manage and monitor them.
4. To authorise correspondence that will not, in itself, result in council expenditure or bind the council to any course of action, except for that already provided for in the annual budget.
5. To invite suitable community and/or business representatives onto the committee as advisors ensuring there is no conflict of interests.
6. To prepare during October in each year a draft budget for new financial year.
7. To spend sums in the committee's budget following approval by the committee.
8. To make the relevant decisions on behalf of council, for the overall responsibility of the above and when felt appropriate, to refer matters to full council for approval. To refer major and contentious matters to council with recommendations.
9. To present a report and minutes to council for information.

## **PARKS & SQUARE COMMITTEE**

The committee has the power to make decisions on behalf of council as set out below and to spend/manage the committee budget allocated by council annually.

<b>Number of Seats:</b>	7
<b>Chairman:</b>	To be elected by the committee at the first meeting held after the Annual council meeting in May each year
<b>Vice chairman</b>	As above
<b>Quorate:</b>	3 minimum
<b>Meeting frequency:</b>	Generally every 6-8 weeks at 7.15 pm
<b>Budget:</b>	As determined annually by council

### **RESPONSIBILITIES**

1. To maintain in good order and improve where possible all play areas, playing fields, allotments, green and open spaces around the town that are not in private ownership.
2. To be proactive in improving the aesthetic and amenity quality of the town.
3. To support, promote and encourage conservation and sustainability.
4. To monitor both litter and dog fouling in the town and where necessary provide and renew any bins where necessary.
5. To promote the town and events in the town too.
6. To organise the Christmas lights and to organise the Christmas tree lights switch on event.
7. To organise the annual Bonfire event on first Friday in November on QEII field.
8. To liaise with the Spring Gardens Allotments Association.
9. To be responsible for the Visitor Information Centre including its website.
10. To liaise with St Edward's Hall committee.

### **DUTIES & POWERS**

1. To elect a chairman
2. To elect a vice chairman
3. To exercise the council's statutory powers and duties in relation to the provision of open spaces and allotments.
4. With due regard to health & safety legislation to identify and assess any risks associated with the committee's remit and where needed identify mitigating actions.
5. To agree projects/activities for the committee on an annual basis and to manage and monitor.
6. To authorise correspondence that will not, in itself, result in council expenditure or bind the council to any course of action, except for that already provided for in the annual budget.
7. To prepare during October in each year a draft budget for new financial year.
8. To spend sums in the committee's budget following approval by the committee.
9. To make the relevant decisions on behalf of council, for the overall responsibility of the above and when felt appropriate, to refer matters to full council for approval. To refer major and contentious matters to council with recommendations.
10. To invite suitable community and/or business representatives onto the committee as advisors ensuring there is no conflict of interests.
11. To present a report and minutes to council for information.

## **BURIAL BOARD**

The committee has the power to make decisions on behalf of council as set out below and to spend/manage the committee budget allocated by council annually.

<b>Number of Seats:</b>	5
<b>Chairman:</b>	To be elected by the committee at the first meeting held after the Annual council meeting in May each year
<b>Quorate:</b>	3 minimum
<b>Meeting frequency:</b>	Generally every 8 weeks on a Thursday at 9.30 am
<b>Budget:</b>	As determined annually by council

### **RESPONSIBILITIES**

1. To exercise council's statutory powers and duties in relation to the provision and maintenance of burial grounds and cemeteries including St Edward's closed churchyard.
2. To be proactive in improving the aesthetic and amenity quality of the burial ground.
3. To support, promote and encourage conservation and sustainability.

### **DUTIES & POWERS**

1. To elect a chairman
2. With due regard to health & safety legislation to identify and assess any risks associated with the committee's remit and where needed identifying mitigating actions.
3. To agree projects/activities for the committee on an annual basis and to manage and monitor.
4. To authorise correspondence that will not, in itself, result in council expenditure or bind the council to any course of action, except for that already provided for in the annual budget.
5. To prepare during October in each year a draft budget for new financial year.
6. To spend sums in the committee's budget following approval by the committee
7. To make the relevant decisions on behalf of council, for the overall responsibility of the above and when felt appropriate, to refer matters to full council for approval. To refer major and contentious matters to council with recommendations.
8. To invite suitable community and/or business representatives onto the committee as advisors ensuring there is no conflict of interests.
9. To present a report and minutes to council for information.

## **FINANCE & GENERAL PURPOSE COMMITTEE**

The Finance & General Purpose Committee has the power to make decisions on behalf of council as set out below and to spend/manage the committee budget allocated by council annually.

<b>Number of Seats:</b>	6
<b>Chairman:</b>	To be elected by the committee at the first meeting held after the Annual council meeting in May each year
<b>Quorate:</b>	3 minimum
<b>Meeting frequency:</b>	As determined by the committee but at least on a quarterly basis
<b>Budget:</b>	As determined annually by council

### **RESPONSIBILITIES**

#### **Finance**

1. To monitor, manage and control the financial affairs of the council.
2. To provide guidance to committees and council on overall levels of income and expenditure and the financial implication of its policies.
3. To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information.
4. To consider and take appropriate action on all reports arising from both internal and external auditors.
5. To review at least quarterly performance against budget and take any necessary action.
6. To consider and where appropriate, authorise any requests for supplementary expenditure from spending committees.
7. To administer a grant scheme for organisations making a contribution to the local community.

#### **General Purpose**

1. To take steps to identify and update key risks facing the council and to decide upon appropriate measures to avoid, reduce or control those risks or their consequences.
2. To keep the council's policies and procedures under review and recommend improvements as necessary – including Standing Orders for the conduct of meetings.
3. To take steps to ensure that the council complies with its legal obligations, for example, data protection, freedom of information, transparency etc.
4. To review the council's 3 year strategic plan at least annually and make recommendations to council in terms of adding or amending any projects or activities.

### **DUTIES AND POWERS**

1. To review the Financial Regulations annually.
2. To oversee the council's Financial Regulations by monitoring and managing the financial affairs of the council including accounts, audit, investments, risk assessment and insurance.
3. To prepare by November, in consultation with all committees, the annual budget and associated precept for recommendation to council.
4. To make recommendations to council regarding use of the reserves.
5. To agree projects/activities for the committee on an annual basis and to manage and monitor them
6. To authorise correspondence that will not, in itself, result in council expenditure or bind the council to any course of action, except for that already provided for in the annual budget.
7. To spend sums in the finance budget following approval by the committee
8. To make the relevant decisions on behalf of the council, for the overall responsibility of the above and when felt appropriate, to refer matters to full council for approval.

9. To represent the council in all matters relating to the acquisition, purchase or lease of any land or property.
10. To review possible schemes that would result in the council being in receipt of revenue.
11. To ensure that the policies of best value and best practice are promoted.
12. To consider and recommend projects and activities to the council with a view to inclusion in the Strategic Plan and to manage and monitor them.
13. To consider matters of policy on behalf of council.
14. To present a report and minutes to council for information.

## STAFFING COMMITTEE

The committee has the power to make decisions on behalf of council in respect of all personnel, employment and recruitment issues.

<b>Number of Seats:</b>	4
<b>Chairman:</b>	To be elected by the committee*
<b>Vice chairman</b>	As above*
<b>Quorate:</b>	3 minimum
<b>Meeting frequency:</b>	At least annually or as and when necessary
<b>Budget:</b>	No budget

### RESPONSIBILITIES, DUTIES & POWERS

1. To elect a chairman\*
2. To elect a vice chairman\*
3. All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.
4. **Taking into account of the wider external environment to ensure that the Council follows best practice in providing good working conditions for its staff including the provision of office accommodation and equipment ensuring that the terms and conditions of employment for all staff remain appropriate and sustainable.**
5. **Ensure compliance with any relevant legislative or professional requirements relating to the employment of staff.**
6. **Identify and recommend training needs for councillors & staff on matters connected with the Council's role and functions as an employer.**
7. The scrutiny of staffing policies and procedures to ensure that the Council continues to attract, reward and retain the calibre of staff it requires to achieve its statutory aims.
8. **To advise Council on issues of staff pay and conditions.**
9. To annually review and appraise the performance of the Clerk and to set adjustments of salary levels.
10. **To annually review and appraise the performance of employees and to set adjustments of salary levels.**
11. Chairman of Council to provide line manager function for Clerk including responsibility for day to day matters, such as authorisation of Clerk holiday, sick leave and absence from work.
12. **Clerk to provide line manager function for any other council employees, such as authorisation of holiday, sick leave and absence from work.**
13. To deal with staff disciplinary & grievance matters in line with Council's policies.
14. To oversee the appointment and recruitment process of Council employees.
15. To present a report and minutes to council for information bearing in mind confidentiality.
16. Due to confidential nature of employer/employee matters and that many items for consideration will require the press and public to be excluded by a resolution of the Committee.

\*Where appropriate, the same member will be elected to remain in this office for the Council term for reasons of continuity with employees.

Note any item marked in **BOLD** is the responsibility of the Clerk and the remainder of the Committee.

Adopted by Council \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chairman of Council