



# HOLSWORTHY TOWN COUNCIL

*Terms of Reference*

*Holsworthy Town Council Committees*

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## **Terms of Reference – Holsworthy Town Council Committees**

***These terms of reference are supplemental to, and do not in any way override the Town Council's Standing Orders &/or Financial regulations.***

Apart for the main Full Council Meeting which is held at 7pm on the first Wednesday of every month, the Council has five other Committees as follows:

Finance and General Purposes

Parks

Planning and Highways

Market

Communications

### **Membership of Committee Meetings**

- Committee membership shall be confirmed every year at the Annual Town Council meeting, in addition to the confirmation of the Town Council Mayor and Deputy Mayor
- Any changes in membership of a Committee after the Annual Town Council meeting shall be subject to approval at the next Full Council meeting
- The quorum of a Committee should be no less than two
- The Committee shall elect from its number a Chairman and Vice Chairman at the first meeting of that Committee after the Annual Full Council meeting

### **Conduct of Meetings**

- All meetings of a Committee shall be public meetings, convened in accordance with the Town Council's Standing Orders
- Meetings will be minuted by the Town Clerk or Assistant Town Clerk or in their absence a member of the Committee

## **1. Finance and General Purposes Committee**

### **General**

- To administer all finance and personnel matters
- To review financial statements of account
- To deal with contractual matters not within the remit of other Committees
- To deal with matters concerning any office equipment owned, leased or managed by the Council
- To follow policies and guidance as may be adopted by the Council
- To keep the Council informed, seeking approval for proposals, purchases and commissioning of professionals, e.g. surveyors, consultants, solicitors etc., and insurance providers
- To report on its business and on significant matters within its remit to the Council including but not limited to:
  1. Reporting to the Council the financial status of the Council

2. The financial and funding implications of proposals by the Council, its Committees and any Sub Committees or Working Groups and to advise the Council on those financial implications
3. Reporting and advising the Council on major administrative, staff and general issues

### **Details**

- To supervise the Clerk's management of financial matters, including preparation of budgets and cash flow analysis, virements, verification of bank reconciliations, monitoring of budgets and production of annual accounts.
- To review and authorise schedules of payments
- To ensure compliance with the Council's Financial Regulations.
- To ensure compliance with internal and external audits.
- To prepare the draft precept for discussion.
- To receive financial requests from other Committees and make recommendations to Council as appropriate.
- To authorise expenditure for items over £500.
- To consider tenders for works or services requested.
- To carry out the duties of an employer when required.
- To monitor the efficiency of the Town's administration.
- To ensure that the Clerk carries out an inspection (for general and insurance purposes) of all office equipment under the management of the town; to keep it in good order and to plan for its maintenance and replacement.
- To monitor and report on any contracts entered into, by or affecting the Council, except within the remit of any other committee.
- To determine and regularly review rents and fees to be charged by the Council
- To consider grants and awards to other bodies and applications for outside funding
- To supervise the Clerk in maintaining records of the town's assets and ensure their proper protection, except within the remit of any other committee.
- To monitor the Clerk's arrangements for appropriate insurance of the Council against normally insured risks and of the Council's assets against loss and damaged.
- To advise on major administrative and general issues referred by Council or its committees or working parties, and refer back to Council as appropriate.

### **Authority**

- To deal with issues within its remit, unless major decisions are required in which the matter should be referred to Council for its approval. Major decisions would include:
  - Financial impact (as referenced in the Financial Regulations, departure from budget, risk etc.)
  - Long term impact
  - Town wide impact
  - Expectation of strong public opinion and feeling
  - Applications for funding for Council projects

## **2. Parks' Committee**

### **General**

The Parks' Committee has delegated powers, to act on behalf of the Council, to consider all matters concerning the Council's open spaces and leisure and recreation spaces and facilities. Decisions requiring expenditure outside agreed budgets must be referred to the Finance and General Purposes Committee for approval.

In particular, the Parks' Committee has responsibility for the maintenance, development, management and regulation of Stanhope Park (including the play area, Skateboard Park, Pavilion and Outdoor Gym), Badock and Rowland Gardens, Parish Paths and all matters concerning other open spaces owned by the Council.

### **Details**

- Oversee the maintenance, management, regulation, security and development of Stanhope Park, Badock and Rowland Gardens their equipment and facilities and other Council owned open spaces and recreation facilities; ensuring that they are fit for purpose, and maintained in such condition as to be safe and welcoming.
- Discuss the income and expenditure monthly breakdown for the Parks' Committee and year to date
- Monitor work carried out by contractors on or at the facilities, with a view to ensuring that standards are being maintained.
- Ensure that suitable steps are taken to remedy any perceived shortcomings in respect of health & safety or risk assessment, referring any problems which it is unable to resolve to the Finance & General Purposes Committee via the Town Clerk.
- Ensure that spaces, buildings and equipment are managed in accordance with all relevant codes of practice and legislation and that weekly recorded inspections are carried out of the Stanhope Park Play Area and Skateboard Park
- Consider the long-term development of Stanhope Park, Badock and Rowland Gardens referring quotations, estimates and costings obtained by the Town Clerk to the Finance & General Purposes Committee at the earliest opportunity.
- Explore outside funding opportunities for the improvement and development of Stanhope Park and its facilities as and when appropriate.
- The Committee shall carry out annual reviews of the following:
  - a. Conditions of use and charges for the Council's property coming under the remit of the Parks' Committee
  - b. Performance of Contractors
  - c. Consideration of the annual RoSPA inspections of the Play Area and Skateboard Park
  - d. Parish Paths Survey and grant request for Council funding
- Manage the provision and maintenance of Council owned street furniture, waste bins and notice boards and co-ordinate the Holsworthy In Bloom competition
- Assist in the maintenance, development and promotion of the Town
- Deal with any complaints or problems relating to the Council's property coming under the remit of the Committee, which the Town Clerk has been unable to resolve, reporting to Council or the Finance and General Purposes Committee if and when appropriate.

### **3. Planning and Highways' Committee**

#### **General**

The Planning and Highways' Committee acts on behalf of the Town Council in respect of any planning and highways issues and in particular, to:

- Support or object to planning applications on the Town Council's behalf as appropriate
- Submit observations regarding planning applications and policies to the District Council on the Town Council's behalf
- Respond on the Town Council's behalf to consultations regarding Section 106, Community Infrastructure levies and other planning issues and policies that affect the infrastructure and impact on the town and its surrounding area.
- Liaise with the Devon County Council Highways' Department in highways matters relating to traffic, roads and signage.

#### **Details**

- To consider planning applications in respect of properties and developments in Holsworthy and to:
  - Decide whether to support or object on the Town Council's behalf.
  - Submit comments and recommendations on the Town Council's behalf to the District Council as required.
- To study relevant plans, visit relevant sites if necessary and consider any comments from members of the public before submitting observations
- To ensure that any objections or recommendations are based solely on planning criteria.
- To consider consultations and correspondence regarding planning issues or policies, including the infrastructure of the town, which may have an impact on planning at local, regional or national level, and to respond on the Town Council's behalf as appropriate.
- To take note of decision notices in respect of planning applications received from the District Council.
- To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- To liaise with the District and County Councils, the Holsworthy Market and Coastal Towns Initiative and any other groups, or organisations regarding planning issues and other issues, including the infrastructure of the town and environmental improvement schemes, which might have an impact on planning.
- To monitor the management, preservation and enhancement of the Holsworthy Conservation area, liaising with the District Council as appropriate.
- To make representations to developers and the District and County Councils regarding the Towns requirements of any Section 106 agreements or Community Infrastructure Levies.
- To liaise with and hold regular meetings with the County Council and District Council Highways and Parking departments, taking note of relevant correspondence, surveys etc., sending a representative of the Committee to appropriate Highways' meetings where possible.
- To monitor the state of upkeep and general maintenance of all Highways, pavements and public car parks within the Town
- Lobby the County and District Council on highways and parking issues in the town

#### **4. Market Committee**

##### **General**

The Market Committee oversees the operation of the Wednesday Market in The Square, Holsworthy and in conjunction with the Town Clerk (who has the overall line management) the monitoring and scope of the work of the Market Manager. The Committee also has regular meetings with the Market Liaison Group consisting of the members of the Market Committee, two representatives of the Market traders and the Market Manager.

Decisions requiring expenditure outside agreed budgets must be referred to the Finance and General Purposes Committee for approval.

##### **Details**

- Oversee the maintenance, management, regulation, security and development of the Market and its stalls, and other equipment ensuring that they are fit for purpose, and maintained in a good condition
- Discuss the income and expenditure monthly breakdown for the Market and year to date
- In conjunction with the Town Clerk monitor the work carried out by the Market Manager, with a view to ensuring that standards are being maintained
- Ensure that suitable steps are taken in respect of health & safety or risk assessment, referring any problems which it is unable to resolve to the Finance & General Purposes committee via the Town Clerk.
- Ensure that the Market and its equipment are managed in accordance with all relevant codes of practice and legislation.
- Consider the long-term future and development of the Market referring quotations, estimates and costings obtained by the Town Clerk to the Finance & General Purposes committee at the earliest opportunity.
- Consider, co-ordinate and make recommendations regarding the advertising, promotion of the Market and special events such as 'Love your Local Market' and Christmas Late Night Shopping for actioning by the Market Manager in conjunction with the Market Liaison Group.

#### **5. Communications' Committee**

##### **General**

The Communications' Committee is responsible for an overview of all aspects of Communications with Holsworthy residents and visitors and for liaison with the media. It deals with all the matters pertaining to IT and communication. It specifically oversees the production of articles, copy and advertisements for the quarterly Holsworthy Newsletter as well as the Council's website.

However, it is the role of the Town Clerk to co-ordinate all media enquiries and press releases into and out of the office.

##### **Details**

- Create positive, communications between the Town Council and the community
- Give strategic direction to all communications, with a consistent corporate identity to be used on Town Council publications and the website etc.

- Producing and editing the Council's quarterly newsletter ensuring that advertising revenue covers at least the production of the newsletters
- Discuss the income and expenditure monthly breakdown for the Communications Committee and year to date
- Making arrangements for the provision and maintenance of the Town Council's website
- Ensuring the provision and updating of the Town Council's website to promote Town Council meetings and initiatives and report the actions, decisions and activity of the Council.
- Identify worthy news items for co-ordination by the Town Clerk
- Producing and updating service directories
- Provide access to local information and external information relevant to and for the benefit of the Town's residents
- Liaison with the District and County Councils as appropriate with regard to communications
- Liaising with other Town groups as appropriate with regard to communications
- Progress and monitor the use of social media such as Facebook, Twitter, MySpace, YouTube etc. by the Town Council and to ensure that any Council communications through social media is accurate, meets legal requirements and is consistent
- Monitor and regularly review the Council's Communication and Media Policy
- Any other communications issues as requested by the main Council.