



GREAT TORRINGTON TOWN COUNCIL

TERMS OF REFERENCE

GREAT TORRINGTON 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.

The Council holds the following Committee Meetings

- Council
- Policy and Finance
- Environment
- Planning

Membership of Committee Meetings

- Committee membership shall be confirmed every year at the Council Meeting following the Annual Town Council meeting.
- Any changes in membership of a Committee after this meeting shall be subject to approval at the next Full Council meeting in June.
- The quorum of a Committee should be no less than three.
- The Mayor is the Chairman of Council and the Deputy Mayor, vice Chair.
- The other Committees shall elect from its number a Chairman and Vice Chairman at the first meeting of that Committee after the May Annual Council meeting.
- Members should make every effort to be at each Council meeting.
- In addition to Council, Members can be on two of the Committees for Planning, Environment and Policy and Finance (apart from the Mayor and Deputy Mayor – see below).
- The Mayor and Deputy Mayor are automatically Members of all three committees for Planning, Environment and Policy and Finance.

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 Assistant Town Clerk, Town Clerk or in their absence a member of the Committee.

Policy and Finance and Committee

General

- To be responsible for managing the Councils finances and human resource matters.
- Consider all matters of Policy and recommend to Council.
- To review financial statements of account.
- Recommend the annual budget and precept from Torridge District Council.
- 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 from reserve accounts, verification of bank reconciliations, monitoring of budgets and production of annual accounts.
- 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 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.

Environment Committee

General

The Environment 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. In addition, anything that will have an impact on the environment and environmentally sustainable matters. Decisions requiring expenditure outside agreed budgets must be referred to the Policy and Finance Committee for approval.

Day to Day matters

- Donnacraft Sports Facilities.
- Parish Paths Maintenance.
- Liaison with Highway Authority.
- Jubilee Wood.
- Christmas lights/tree.
- Bunting
- Refuse and Town tidy initiatives.
- Council Charity Common Allotments Charity.
- Play Parks.
- Bus shelters.
- Manage the provision and maintenance of Council owned street furniture, waste bins and notice boards and co-ordinate the Torrington 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.

- Flag raising

Planning Committee

General

The Planning Committee has delegated powers, to act on behalf of the Council, to consider all matters concerning any planning or highway issue. All decisions will be reported to the following Council meeting. Decisions requiring expenditure outside agreed budgets must be referred to the Policy and Finance Committee for approval.

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.
- 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.
- Neighbourhood Plan