

Tenbury Town Council



Terms of Reference of Committees and Scheme of Delegation

1. Council Functions

The following matters are to be dealt with by the Full Council:

- 1.1. Approval of Budget and setting the Precept.
- 1.2. Approval of the Annual Return and Audit of Accounts.
- 1.3. Authorisation of borrowing.
- 1.4. Adopting or changing Standing Orders, Financial Regulations or Scheme of Delegation.
- 1.5. Making of Orders under any statutory powers.
- 1.6. Making, amending or revoking By-laws.
- 1.7. Appointment of Standing Committees.
- 1.8. Matters of principle or policy not delegated to a committee.
- 1.9. Appointing Council representatives to outside bodies.
- 1.10. Appointment or dismissal of the Town Clerk.
- 1.11. All other matters which must, by law, be reserved to the full Council.

2. Delegation to Committees

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council.

2.1. All Committees

- 2.1.1. Appointment of Sub-Committees.
- 2.1.2. Appointment of Working Groups.

2.2. Planning Committee

Membership shall be 8 members of the Council.

Meetings should have 4 members to be quorate.

2.2.1. Terms of Reference

To make with all planning matters on behalf of the Council

2.2.2. The Committee is delegated to deal with:-

- 2.2.2.1. Planning applications.
- 2.2.2.2. Highways & traffic matters.
- 2.2.2.3. Street naming.
- 2.2.2.4. Local and regional plans and planning policy
- 2.2.2.5. Neighbourhood Planning if any

2.3. Finance & Staffing Committee

Membership shall be 8 members of the Council. Committee members shall always include the Mayor and the Chair of any Standing Committee with budgetary responsibility.

Meetings should have 4 members to be quorate.

2.3.1. Terms of Reference

To advise the Council as to its financial and economic policies and to oversee all staffing matters.

2.3.2. The Committee is delegated to deal with:-

- 2.3.2.1. All matters relating to finance, unless specifically reserved by Council.
- 2.3.2.2. Regular review of budget position.
- 2.3.2.3. Consideration of annual budget request of all standing committees for recommendation to Council.
- 2.3.2.4. Review of Financial Regulations for recommendation to Council.
- 2.3.2.5. Review of Audit procedures
- 2.3.2.6. Grants and donations
- 2.3.2.7. All matters relating to personnel. (Matters which require confidentiality and have a referral to appeal MUST be delegated to a Sub-Committee).
- 2.3.2.8. Training of Councillors & staff
- 2.3.2.9. General day-to-day administration.
- 2.3.2.10. Civic & ceremonial activities.
- 2.3.2.11. Electoral matters.

2.4. Facilities Committee

Membership shall be 9 members of the Council. The Mayor shall always be a member of this Committee.

Meetings should have 4 members to be quorate.

The meeting shall appoint a lead Councillor or Councillors to oversee four main areas:

The Burgage; Palmers Meadow; The Pump Rooms & Regal and All Other Facilities

2.4.1. Terms of Reference

To manage and control buildings, parks, recreation grounds, public walks and public open spaces, including trees in the ownership of the Council.

2.4.2. The Committee is delegated to deal with:-

- 2.4.2.1. The Pump Rooms
- 2.4.2.2. The Regal
- 2.4.2.3. The Burgage – including Pavilion, Bowling Green, Tennis Courts, Children's play areas
- 2.4.2.4. Palmers Meadow - including Rugby & Football Pitches, Skate Park, Car Park, Changing Rooms
- 2.4.2.5. The Cemetery
- 2.4.2.6. Seating, dog & litter bins, bus shelter
- 2.4.2.7. Street lighting
- 2.4.2.8. Events
- 2.4.2.9. Community support

3. Delegation to Officers

3.1. Town Clerk

The Town Clerk shall be the Proper Officer of the Council as defined in law.

- 3.1.1. Issue all statutory notifications.
- 3.1.2. Receive declarations of acceptance of office.
- 3.1.3. Receive and record notices disclosing pecuniary interests.
- 3.1.4. Receive and retain documents and plans.
- 3.1.5. Hold the Council's Seal and apply it to documents as approved.
- 3.1.6. Sign notices or other documents on behalf of the Council.
- 3.1.7. Receive copies of By-laws made by principal authority.
- 3.1.8. Certify copies of By-laws made by the Council.
- 3.1.9. Sign summons to attend meetings.
- 3.1.10. Ensure compliance with Standing Orders and Financial Regulations.
- 3.1.11. Manage all Town Council staff, either directly or indirectly.
- 3.1.12. Manage the provision of Council services, buildings, land and resources.
- 3.1.13. Incur expenditure in an emergency up to £1,500 whether budgeted or not.
- 3.1.14. Power to act on behalf of the Council in an urgent situation, subject to consultation with the Mayor and Deputy Mayor of the Council OR the Chairman and Vice Chairman of a Committee as deemed appropriate in the circumstances.
- 3.1.15. To deal with dispensation requests from Members under the Code of Conduct.
- 3.1.16. Day to day management of land, buildings and other resources.
- 3.1.17. Project development for consideration by relevant committee.
- 3.1.18. Management of maintenance contracts.
- 3.1.19. Matters specifically delegated by Council or Committee.

3.2. Responsible Financial Officer

The Clerk shall be the Responsible Finance Officer as defined in law.

- 3.2.1. Proper administration of the Council's financial affairs.
- 3.2.2. Determine accounting policies, records and control systems.
- 3.2.3. Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.2.4. Arrange insurance.
- 3.2.5. Authorisation of expenditure within budget.
- 3.2.6. Matters specifically delegated by Council or Committee.

4. Other Delegation

4.1. Mayor and Deputy Mayor of the Council

- 4.1.1. Discuss day to day business of the Council with the Town Clerk.
- 4.1.2. Act as day to day supervisor of the Town Clerk.
- 4.1.3. Undertake the Town Clerk's performance management on behalf of the Council.

5. Review of Delegation

Review shall normally take place on an annual basis.

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