

LEDBURY TOWN COUNCIL

COMMITTEE TERMS OF REFERENCE

2020/21

STANDING COMMITTEES

ENVIRONMENT AND LEISURE COMMITTEE

UNDER DELEGATED POWERS

1. To monitor the administration of the day to day running of the Market House, Painted Room, Cemeteries and Community Facilities under the control of the Council
2. To be responsible for the maintenance of the vehicles and machinery, in connection with the Council's services
3. To implement the works programme of the Council in respect of the Market House Hall, Cemeteries and Community Facilities
4. To authorise the Clerk to carry out all of the Council's statutory functions with regard to the Cemeteries in line with the Council's responsibilities as a burial authority
5. To review the fees in respect of the Cemeteries and Market House, subject to not exceeding an increase above the Consumer Price Index (CPI)

BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

1. To consider public representations relating to the provision of services provided by the Council in respect of the Environment and Leisure and to make recommendations where appropriate
2. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations
3. To make recommendations regarding the purchase of vehicles in connection with the Council's services
4. To make recommendations on any increase in the fees in respect of the Cemeteries and Market House which exceed the CPI
5. To make recommendations on the expenditure of monies in respect of services/purchases of goods or equipment etc. for the Halls, Cemeteries and Community Facilities which exceed its budget allocation
7. To make recommendations on any repairs and expenditure in respect of the Listed Buildings under the Council's Management
8. To feed into the annual budget setting cycle

ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE

UNDER DELEGATED POWERS

1. To comment on all planning applications submitted by the Local Planning Authority with delegated powers to forward such comments as expeditiously as possible to the Authority
2. To make observations relating to applications for public entertainment, street trader stall, dredging, justices' and other similar licences
3. To make representations in relation to Local Development Plan proposals and other statutory planning documents prepared by Herefordshire County Council
4. To make representations when thought fit on planning appeals and to appoint a delegate to attend planning inquires and Herefordshire County Council Planning Meetings as and when required
5. To comment on other planning related issues, such as proposed new community woodlands, pre-application consultations on telecommunications masts, proposed post office closures and the provision of public payphones
6. To comment on proposed tree preservation orders, public footpath diversions, and street name suggestions, etc.
7. To alert the Local Planning Authority to any alleged development control breaches in Ledbury
8. To comment on all planning applications concerning conservation specifically within the Ledbury area
9. To make representations, where relevant, in relation to Section 106 revenue collected by the Local Authority

BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

1. To make recommendations on any issues that have a financial and or staffing implication for the Town Council
2. To make recommendations regarding opportunities to encourage investment in the Town
3. To make recommendations on policies in support of local business
4. To contribute to formulation and implementation of the corporate plan, making appropriate recommendations.

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

UNDER DELEGATED POWERS

1. To monitor the keeping of the Council's accounts and generally to have the management of the financial affairs of the Council including regular budget monitoring and the approval of in year virements
2. To determine applications for financial assistance through the grants process
3. To authorise expenditure in respect of recommendations from Working Parties in accordance with the Council's Financial Regulations
4. To make decisions in respect of the use of reserves and review and determine the Reserves Policy
5. To review and determine the Council's Investment Strategy annually
6. To make in year decisions to authorise orders and contracts for new works, goods or services outside of existing budget provision taking into account budget monitoring and reserves policy
7. To review and determine arrangements for insurances in respect of the Council's activities
9. To investigate the recovery of monies due to the Council not falling within the remit of any other Committee
10. To carry out the powers and duties of the Council with regard to advertising and publicity in accordance with the Council's Financial Regulations
11. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies
12. To receive and approve revised, updated or newly drafted policies recommended from other Committees or officers
14. To draft the financial and economic policies of the Council considering where appropriate the recommendations of other committees.
15. The Chair or Vice-Chair of the Committee will attend meetings of other Council committees to explain why the Finance, Policy & General Purposes Committee has rejected a recommendation/proposal put forward by that committee

BY WAY OF RECOMMENDATION TO FULL COUNCIL

1. To review and make recommendations regarding the effectiveness of the Council's work, its use of resources, and standard levels of service provided
2. To draft and finalise the Council's 4-year Corporate Plan including the consideration of recommendations of any Committee regarding the corporate plan before it is submitted for the approval of Council
3. To consider and make recommendations regarding any other matters concerning or affecting the Town which do not fall within terms of reference of any other Committee
4. To make recommendations concerning the levying of precepts by the Town Council
5. To make recommendations concerning applications to Government Departments for sanction on the borrowing of money in relation to matter's coming within the parameters of the Council
6. To make recommendations regarding loans required by the Council
7. To submit for approval of the Council draft capital and revenue budgets and proposals for supplementary estimates
8. To review the Standing Orders and Financial Regulations of the Council making recommendations where appropriate
9. Give initial consideration to all matters affecting the Town passing through Parliament, European Parliament, local authorities and public bodies, unless delegated to another Committee or Working Party
10. To make recommendations on the collection and legal proceedings for the recovery of monies due to the Council not falling within the remit of any other Committee

RESOURCES COMMITTEE

UNDER DELEGATED POWERS

1. To receive information in respect of sickness absence figures in respect of all council staff
2. To receive information on the training and development of all council staff and councillors
3. To monitor the implementation of the Council's appraisals scheme, enabling all staff to be appraised on an annual basis
4. To ensure that all staff contracts are compliant with legislation
- 5.. To make decisions on the Training and Development budget process for staff and Councillors
6. To receive and consider applications for vacant posts within the Town Council, in respect of Senior post i.e. Clerk & Deputy Clerk and to interview successful shortlisted candidates
7. To appoint Appeals Panels as required noting members' independence to any given situation
8. To be responsible for monitoring Health and Safety through a standing agenda item, keep under review staff working conditions and ensure that all policies/procedures are being implemented
9. To be responsible for the handling of complaints and grievances

BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

1. To review and make recommendations concerning amendments to or introduction of new policies and procedures in accordance with legislation and agreed legislations
2. To make recommendation on requests for vocational training.
3. To give consideration and make recommendations on general staffing and establishment issues, staff structures, working patterns and associated budget implications
4. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations
5. To consider and make recommendations on requests for job evaluations

6. To make recommendation on the appointment of all Senior Council staff
7. To feed into the annual budget setting cycle
8. To make recommendations on the Training and Development budget process for staff and Councillors