

LEDBURY TOWN COUNCIL

STANDING COMMITTEES

TERMS OF REFERENCE

2022/23

ENVIRONMENT & LEISURE COMMITTEE

QUORUM – The quorum of the Environment & Leisure Committee shall be agreed by the Committee and recommended to Full Council for agreement.

The Environment & Leisure Committee Quorum will be three.

1. Purpose

The purpose of the Environment & Leisure Committee is to:

- a. To monitor the administration of the day to day running of the Councils Amenities, which include, the Market House, Painted Room, Cemeteries, War Memorial, and other Community Facilities.
- b. To promote Events and businesses which attract visitors to Ledbury and boost the local economy.

2. Under Delegated Powers

- a. To review the administration of the day to day running of the Market House, Painted Room, Cemeteries and Community Facilities under the control of the Council.
- b. To be responsible for the maintenance of the vehicles and machinery, in connection with the Council services.
- c. To implement the works programme of the Council in respect of the Market House Hall, Cemeteries and Community Facilities.
- d. To authorise the Clerk to carry out all the of the Councils statutory functions with regard to the Cemeteries in line with the Council's responsibilities as a burial authority.
- e. To review the fees in respect of the Cemeteries and Market House, subject to not exceeding an increase above the Consumer Price Index (CPI)
- f. To develop Strategies and action plans to promote tourism in Ledbury
- g. To co-opt representatives of heritage and tourism businesses and organisations to Working Parties, including task and finish groups as appropriate
- h. To establish the Working Parties, including Task & Finish Groups and set their Terms of Reference as appropriate. (Current Working Parties are Climate Change and Events)

3. By Way Recommendation to Council or the Finance, Policy & General Purposes Committee

- a. To consider public representation relating to the provision of services provided by the Council in respect of the Environment & Leisure Committee
- b. To contribute to the formulation and implementation of the Corporate Plan, making appropriate recommendations.

- c. To make recommendations regarding the purchase of vehicles and equipment in connection with the Council's services
- d. To make recommendations on any increase in the fees and charges in relation to Council services in line with the CPI
- e. To make recommendations on the expenditure of monies in respect of services/purchases of goods or equipment etc. for the Amenities, which exceed the budget allocations
- f. To make recommendations on any repairs and expenditure in respect of the Listed Buildings under the Council's management
- g. To feed into the annual budget setting cycle
- i. To recommend priorities for objectives related to Environment & Leisure identified within the Council's Corporate Plan

4. Establishment of Terms of Reference and Review

- a. These Terms of Reference will be approved by Council at its Annual meetings and received and noted at the first meeting of the Environment & Leisure Committee each Municipal Year.
- b. If when receiving and noting the Terms of Reference the Committee make any recommendations to change them, the amended Terms of Reference will be submitted to the next meeting of Council for approval.

PLANNING, ECONOMY & TOURISM COMMITTEE

QUORUM – The quorum of the Economy & Planning Committee shall be agreed by the committee and recommended to Full Council for agreement.

The Economy & Planning Committee Quorum will be THREE.

1. Purpose

The purpose of the Economy & Planning Committee is to:

1. To develop programmes and actions to support local businesses and attract grants and inward investment.
2. 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. Under Delegated Powers

1. To develop strategies and action plans to achieve objectives set within the Council's Corporate Plan within the context of the Council's Policies specified within the Neighbourhood Plan.
2. To establish the Working Parties, including Task & Finish Groups and set their Terms of Reference as appropriate. (Current Working Parties are Markets, Neighbourhood Development Plan, Traffic Management)
3. Co-opt representatives of local businesses and business organisations to Working Parties, and Task & Finish Groups, as appropriate.
4. To make observations on planning applications received from the Local Planning Authority
5. To make observations relating to applications for public entertainment, street trader stalls, dredging, justices', and other similar licences.
6. To make representations in relation to Local Development Plan proposals and other statutory planning documents prepared by the Local Authority and National Government
7. 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.
8. To alert the Local Planning Authority to any alleged development control breaches in Ledbury
9. To comment on all planning applications concerning conservation specifically within the Ledbury area.

3. By Way of Recommendation to Council

1. To make recommendations to Council on any issues that have financial or staffing implications
2. To make recommendations regarding opportunities to encourage investment in Ledbury
3. Continue to support the formulation and implementation of the Council's Corporate Plan, and making appropriate recommendations
4. Recommend priorities related to Economy & Planning identified within the Council's Corporate Plan and within the dominion of the Council's extant policies specified within the Neighbourhood Development Plan

4. Establishment of Terms of Reference and Review

1. These Terms of Reference will be approved by Council at its Annual meetings and received and noted at the first meeting of the Economy & Tourism Committee each Municipal Year.
2. If when receiving and noting the Terms of Reference the Committee make any recommendations to change them, the amended Terms of Reference will be submitted to the next meeting of Council for approval.

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

QUORUM – The quorum of the Finance, Policy & General Purposes Committee shall be agreed by the committee and recommended to Full Council for agreement.

The Finance, Policy & General Purposes Committee Quorum will be THREE.

1. Purpose

The purpose of the Finance, Policy & General Purposes Committee is:

- a. To monitor the administration of the Council's accounts and to generally have the management of the financial affairs of the Council including regular budget monitoring and the recommendation in year virements
- b. To receive, approve and review all Council policies and procedures.

2. Under Delegated Powers

- a. To determine applications for financial assistance through the grants process.
- b. To authorise expenditure in respect of recommendations from Standing Committees and Working Parties in accordance with the Council's Financial Regulations.
3. To make decisions in respect of the use of reserves and review and determine the Reserves Policy.
4. To review and determine the Council's Investment Strategy annually.
5. 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.
6. To review and determine arrangements for insurances in respect of the Council's activities.
7. To investigate the recovery of monies due to the Council, not falling within the remit of any other committee.
8. To carry out the powers and duties of the Council with regard to advertising and publicity in accordance with the Council's Financial Regulations.
9. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.
10. To receive and approve revised, updated or newly drafted policies recommended from other committees or officers.
11. To draft the financial and economic policies of the council considering where appropriate the recommendations of other committees and officers.

12. The Chair or Vice-Chair of the Committee will attend the meetings of other council committees to explain why the Finance, Policy & General Purposes Committee has rejected a recommendation/proposal put forward by that committee.
13. To develop strategies and action plans to achieve objectives set within the Council's Corporate Plan
14. To establish the Working Parties, including Task & Finish Groups and set their Terms of Reference as appropriate. (Current Working Parties are Grants and Budget Monitoring)

3. By Way of Recommendation to Full Council

- a. To review and make recommendations regarding the effectiveness of the Council's work, its use of resources, and standard levels of service provided.
- b. To draft and finalise the Council's four-year Corporate Plan including the consideration of recommendations of any Committee in regard to the Corporate Plan before it is submitted for approval of Council.
- c. To consider and make recommendations regarding any other matters concerning or affecting the town which do not fall within the terms of reference of any other committee.
- d. To make recommendations concerning the levying of precepts by the Town Council.
- e. 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.
- f. To make recommendations regarding loans required by the Council
- g. To submit for approval of the council draft capital and revenue budgets and proposals for supplementary estimates.
- h. To review the Standing Orders and Financial Regulations of the Council making recommendations where appropriate.
- i. Give initial consideration to all matters affecting the town passing through Parliament, local authorities, and public bodies, unless delegated to another committee or working party.
- j. 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.

4. Establishment of Terms of Reference and Review

- a. These Terms of Reference will be approved by Council at its Annual meetings and received and noted at the first meeting of the Environment & Leisure Committee each Municipal Year.
- b. If when receiving and noting the Terms of Reference the Committee make any recommendations to change them, the amended Terms of Reference will be submitted to the next meeting of Council for approval.

PERSONNEL COMMITTEE
(Formerly Resources)

QUORUM – The quorum of the Resources Committee shall be agreed by the committee and recommended to Full Council for agreement.

The Resources Committee Quorum will be THREE.

1. Purpose

The purpose of the Personnel Committee is to consider all staff related matters.

2. Under Delegated Powers

- a. To receive information in respect of sickness absence figures in respect of all council staff
- b. To receive information on the training and development of all council staff and councillors
- c. To monitor the implementation of the Council's appraisals scheme, enabling all staff to be appraised on an annual basis
- d. To ensure that all staff contracts are compliant with legislation
- e. To make decisions on the Training and Development budget process for staff and Councillors
- f. 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
- g. To appoint Appeals Panels as required noting members' independence to any given situation
- h. 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

3. By Way of Recommendation to Full Council or Finance, Policy & General Purposes

- a. To review and make recommendations concerning amendments to or introduction of new policies and procedures in accordance with legislation and agreed legislations
- b. To make recommendation on requests for vocational training.
- c. To give consideration and make recommendations on general staffing and establishment issues, staff structures, working patterns and associated budget implications
- d. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations

- e. To consider and make recommendations on requests for job evaluations
- f. To make recommendation on the appointment of all Senior Council staff
- g. To feed into the annual budget setting cycle
- h. To make recommendations on the Training and Development budget process for staff and councillors
- i. Continue to support the formulation and implementation of the Council's Corporate Plan, and making appropriate recommendations
- ii. Recommend priorities related to Personnel identified within the Council's Corporate Plan

4. Establishment of Terms of Reference and Review

- 1. These Terms of Reference will be approved by Council at its Annual meetings and received and noted at the first meeting of the Economy & Tourism Committee each Municipal Year.
- 2. If when receiving and noting the Terms of Reference the Committee make any recommendations to change them, the amended Terms of Reference will be submitted to the next meeting of Council for approval.