

## **WESTON-SUPER-MARE TOWN COUNCIL COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATIONS**

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- 1. Policy and Finance Committee**
- 2. Community Services Committee**
- 3. Tourism and Leisure Committee**
- 4. Personnel Committee**
- 5. Appeals Committee**
- 6. Planning Committee**
- 7. Allotments Management Sub-Committee**
- 8. Museum and Heritage Sub Committee**
- 9. Weston in Bloom Working Party**
- 10. Delegations**

Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:

- (a) The Town Council's approved Budget and Financial Regulations.
  - (b) Any previous minuted decision of the Town Council.
  - (c) Any matters reserved to the Town Council by law.
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### **1. POLICY AND FINANCE COMMITTEE**

Policy and Finance Committee is the main policy making Committee of the Council and considers the broad social and economic needs of the Parish.

**Membership:** 12    **Quorum:** 5

#### **Terms of Reference**

1. To guide the Council in the formulation of its objectives.
2. To identify the need for new services and facilities.
3. To be responsible for allocating and controlling the financial and manpower resources of the Council.
4. To advise the Council on the distribution of functions between Committees and Sub-Committees and any major policy changes in the Council's management or administrative procedures.
5. To consider the financial estimates of the Council and recommend the precept to be levied.
6. To be responsible for the Council's Revenue and Capital Budget and the works scheduled therein.
7. To be responsible for the collection of all revenue, the raising and renewal of loans and insurance.
8. To be responsible for the banking, financial and accounting methods adopted by the Council.
9. To authorise Members' attendance at conferences, courses and meetings.
10. To make appointments to outside bodies between Annual Meetings of the Council.
11. To respond to consultative documents from Government and other bodies other than those specifically allocated to other Committees or Sub-Committees.
12. To enter into legal proceedings on the Council's behalf.

13. To consider the delegation of appropriate services to the Town Council from other authorities.
  14. Appointments and nominations to outside bodies which are required or fall vacant between Annual Meetings of the Council.
  15. To respond to consultations from Government and other bodies that will not admit of delay.
  16. To deal with applications for grants or assistance over £1,000.
  17. To manage health and safety policy and issues.
  18. To manage and maintain expenditure for maintenance and determine emergency repairs, safety and upkeep of the Council's land, buildings and premises.
  19. To deal with matters not normally dealt with or specifically referred to other Committees or Sub-Committees.
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## **2. COMMUNITY SERVICES COMMITTEE**

This Committee monitors the operation of Town Council leisure services and amenities, ensuring a high standard of provision. It considers their further development and the development of other facilities. The Committee is responsible for the Council's Community Programme.

**Membership:** 12    **Quorum:** 5

### **Terms of Reference**

1. To manage and monitor the activities undertaken within the Council's Community Events Programme.
  2. To manage the provision of allotments.
  3. To act as consultee in relation to leisure facilities provided by others.
  4. To consider the provision of markets within the Parish.
  5. To award grants or assistance to local organisations and bodies up to £1,000.
  6. To deal with the oversight of the café at the YMCA and youth services.
  7. To make recommendations regarding street naming within the Parish.
  8. To deal with all matters affecting all street furniture.
  9. To deal with the management of the Weston-super-Mare Museum.
  10. To deal with the management of the Blakehay Theatre.
  11. To manage the provision of Cemeteries within the Parish.
  12. To oversee Weston-in-Bloom and floral provision in the town.
  13. To monitor CCTV provision and crime and disorder in the town.
  14. To manage the provision of public toilets
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## **3. TOURISM AND LEISURE COMMITTEE**

The Tourism and Leisure Committee deals with all aspects of tourism to the town together with the Town Council's parks, play areas (including the Water Park) and outdoor sports and leisure facilities.

**Membership:** 12    **Quorum:** 5

1. To deal with the management, development and operation of sport and leisure facilities.
2. To manage all Town Council parks and open spaces.
3. To manage the Water Adventure Play Park, skateboard parks and all play areas.
4. To manage the Council's tourism and destination marketing initiatives.
5. To manage and monitor production and maintenance of the tourism website and brochure.
6. To manage advertising and revenue to secure maximum income.

#### **4. PERSONNEL COMMITTEE**

The Personnel Committee considers all policy aspects of human resources and personnel including establishment, grading and conditions of service.

**Membership:** 9      **Quorum:** 4

##### **Terms of Reference**

1. To determine the Council's staffing structure and establishment.
  2. To determine the Council's policy on deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.
  3. To determine schemes for the employment of people under apprenticeship, job creation and youth training programmes.
  4. To determine those discretionary provisions contained in the scheme of Service of the National Joint Council for Local Authorities for administrative and professional, technical and clerical staff and the South West Regional Employers for manual staff.
  5. To determine and approve the establishment and grading of employees for the administration of the Council and such establishments or Council facilities not delegated to the Town Clerk.
  6. The recruitment of senior Council managers as necessary.
  7. To determine the training and qualification policy of the Council.
  8. To oversee the Council's pension policy and the criteria required for eligibility.
  9. To determine the policy for the designation of staff as casual car users.
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#### **5. APPEALS COMMITTEE (Cross party where practicable)**

**Membership:** 3      **Quorum:** 3

##### **Terms of Reference**

1. To hear and determine all matters of appeal.
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#### **6. PLANNING COMMITTEE**

**Membership:** 9      **Quorum:** 4

##### **Terms of Reference**

1. To respond as consultee to any planning application or any consultation document relating to planning.
  2. To consider all planning aspects of development within the Parish including representation and the use of external consultants or advisers.
  3. To consider and monitor Development Plans and associated documents.
  4. To deal with all matters relating to transport, public paths, highways, vehicle parking and traffic management, including disabled parking bay applications.
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## **7. ALLOTMENTS MANAGEMENT SUB-COMMITTEE**

**Purpose:** To oversee allotments management, development and funding; maintain the Allotments Strategy; ensure that any changes to allotments are for the good of tenants as a whole; promote best practice; and maintain a safe, healthy and sustainable environment. To operate under the overall direction of the Community Services Committee.

**Membership:** Six councillors and six site representatives

**Quorum:** Two councillors and one co-opted member

### **Terms of Reference:**

1. To have responsibility for oversight of the Management Agreement with the Allotment Club.
  2. To oversee allotments provision, management, improvement and funding.
  3. To ensure that there are good channels of communication between tenants, the Allotments Club and the Town Council and good channels of tenant / site representative communication.
  4. To assist in promoting awareness and best practice amongst all allotment sites.
  5. To encourage tenants to grow produce using organic methods and promote sustainability.
  6. To work in conjunction with the Allotment Club, to ensure mutual understanding and joint working.
  7. To review tenant rent charges by December each year with a view to allotments being largely self-funding (apart from new site acquisition and major infrastructure provision which cannot be funded from elsewhere).
  8. To ensure any rent increase is agreed with the Allotments Club and then notified to tenants by the end of March each year.
  9. To support the Allotments Club to assist in seeking additional funding to help improve allotments generally.
  10. To identify any additional strategic budgetary requirements that may need to be borne by the Town Council.
  11. To monitor health & safety at allotment sites and ensure that there is a safe working environment for staff, allotment holders and visitors.
  12. To help develop the involvement of local schools to encourage children to become more actively involved in growing produce.
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## **8. MUSEUM AND HERITAGE SUB COMMITTEE**

**Purpose:** To operate the Museum and deal with heritage related issues under the overall direction of the Community Services Committee.

**Membership:** Six councillors plus co-opted members      **Quorum:** 3

### **Terms of Reference:**

1. To be responsible for all aspects of management and operation of the Weston Museum.
2. To oversee commercial activities at the Museum including retail and catering operations and special and corporate events to secure maximum income.
3. To plan and procure temporary exhibitions.
4. To oversee the Museum accreditation process including making application for, delivery and review of the accreditation.

5. To oversee the operation of the Service Level Agreements with Somerset County Council and North Somerset Council including delivery by those parties and by the Somerset Heritage Trust.
  6. To be responsible for all procurement for the museum service within the budget set by the Council.
  7. To manage and deliver the Council's Blue Plaque Scheme including the selection of individuals and buildings worthy of commemoration through a blue plaque.
  8. To consider and deal with any other heritage related issues in the town.
  9. To ensure delivery of all remaining requirements of the HLF approved project for the refurbishment of the Museum including the activity plan and the learning objectives.
  10. To plan make and oversee further grant applications for the generation of further income for the Museum improvement project.
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## **9. WESTON IN BLOOM WORKING PARTY**

Weston-in-Bloom Working Party may exercise delegated functions on behalf of the Town Council under the following terms of reference. The Working Party reports to the Community Services Committee and operates subject to:

1. Approval of the Community Services Committee
2. The Town Council's approved Budget and Financial Regulations
3. Any previous minuted decision of the Town Council
4. Any matters reserved to the Town Council by law

### **MEMBERSHIP**

5. The Weston in Bloom Working Party shall consist of 6 Councillors (to be confirmed at the Annual Town Council Meeting)
6. The Chairman and Vice Chairman of Weston in Bloom shall be voted in yearly by the Working Party
7. Up to 14 additional members of the electorate or from the local area may be co-opted on to the Working Party and their co-option
8. All members (councillors & co-opted) shall have full voting rights on the Working Party on matters relating to the management of the 'in bloom' campaign
9. All councillors and members will receive papers for committee meetings and have the right to attend meetings, speak and vote on agenda items

### **PROCEDURES**

10. The Working Party will operate in accordance with Local Government law and in accordance with the Council's Standing Orders
11. At the first meeting of the Working Party after the Annual Meeting of the Town Council the Working Party shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Working Party membership. The Chairman and Vice Chairman may be re-elected
12. The Working Party will submit minutes of meetings to the next meeting of the Working Party and Community Services Committee for approval
13. The Community and Grounds Administrator and Chairman will submit a budget to the Town Council for the forthcoming financial year. The Town Council will take the budget to the appropriate Policy and Finance Committee meeting for approval.
14. The Community and Grounds Administrator and Town Clerk shall provide administrative support for the Working Party.

## **FREQUENCY OF MEETINGS**

15. The Working Party shall normally meet monthly between January and November each year unless varied by the agreement of the Working Party

## **WORKING PARTY FUNCTIONS**

16. To make plans to promote the visual enhancement of Weston-super-Mare as part of its 'In Bloom' Campaign
  17. To determine contracts and oversee specific works required in line with agreed budgets in the following areas:
    - a) Provision, planting, erection and maintenance of floral displays
    - b) Staging and promotion of appropriate competitions and activities
  18. To liaise with all appropriate organisations and individuals to encourage:
    - a) The promotion of sustainable development initiatives
    - b) Working with the Community to improve areas of the Parish
  19. To make recommendations to the Council regarding participation in appropriate external competitions e.g. South West in Bloom, Britain in Bloom.
  20. To nominate appropriate officers, representatives or sub-committees to facilitate the work of the Working Party unless previously appointed by the Council
  21. Undertake any other functions as may be required by Council.
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## **10. DELEGATIONS**

### **(1) General**

Where powers of duties have been delegated to a Committee it shall be competent for that Committee in turn to assign functions or delegate powers and duties to the Town Clerk or a Sub-Committee, provided that any action taken under delegated powers by the Town Clerk or a Sub Committee shall be reported to the next meeting of the appropriate Committee or Sub-Committee (or Council) for information.

A committee may set up a working group to investigate, consider and report back with recommendations on any issue.

Any power or duty which is delegated under this scheme is subject to Town Council policy and the approved budget and may also be exercised by the Town Council or any Committee which has delegated or further delegated that power or duty.

### **(2) Chairman's powers**

- (a) The Town Clerk may, in consultation with the Chairman and Vice-Chairman of a Committee or Sub-Committee, on that Committee's or Sub-Committee's behalf deal with, decide or take action on such matters within the Committee's or Sub-Committee's terms of reference as will not admit of delay, subject to a report indicating such action being submitted to the next meeting of the appropriate Committee or Sub-Committee.
- (b) That (a) above be taken to include the Mayor in the absence of either the Chairman or Vice-Chairman.

### **(3) Delegation to the Town Clerk**

#### **(a) Specific Delegations**

The following list of delegations to the Town Clerk may, from time to time, be further delegated to the Council's officers at the discretion of the Town Clerk.

- (i) To be and carry out the functions of the Proper Officer under the Local Government Act 1972; to arrange and call meetings of the Town Council and its Committees and Sub-Committees; and to implement decisions thereof.
- (ii) The general management of the Council's services in accordance with the policies determined from time to time by the Council and its Committees, including (without prejudice to the generality of the foregoing) dealing with correspondence and handling complaints and requests for information.
- (iii) The management and letting of the Town Council's facilities.
- (iv) The initiation of new arrangements and revision of existing arrangements for the improved management of Council establishments providing the estimated cost has been included in the current revenue budget.
- (v) The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all buildings and equipment within the financial limit of the current revenue budget.
- (vi) The determination of the level of charges for food and drink to be consumed by the public at the Council's establishments, providing such levels are set to produce an overall surplus to the Council.
- (vii) The implementation of non-discretionary adjustments to the Scheme of Conditions of Service of the National Joint Council for Local Authorities Administrative and Professional, Technical and Clerical (A.P.T and C) staff and South Eastern Provincial Council (S.E.P.C) for manual staff.
- (viii) The granting of casual user car allowance status to staff in accordance with approved policy determined by the Personnel Committee.
- (ix) The appointment, management, development, appraisal and discipline of employees within the Council's approved establishment.
- (x) The delegation of staff to attend courses, seminars etc. relevant to their position with the Council subject to a six-monthly report to the Personnel Committee.
- (xi) The exercise of virement within a Committee's budget, according to need.  
Any action necessary in an emergency to protect the Council's property or assets or minimise its liabilities, subject to consultation where practicable with the Leader or Deputy Leader and to report back to the next appropriate Council meeting.

#### **(b) Further Delegations**

The Council may from time to time further delegate action to the Town Clerk or to the Town Clerk in consultation with the appropriate Committee Chairman. Such delegation will be clearly minuted and revised accordingly.

### **(4) Delegations to the Responsible Financial Officer**

- (i) To be and carry out the functions of the Responsible Financial Officer under the Local Government Act 1972, including the maintenance of the Council's accounts, arrangements for internal audit and the preparation of budget estimates for the forthcoming year.
- (ii) To make arrangements to pay the salaries and wages of employees of the Council.