



## Terms of Reference for Full Council Committees, Sub-Committees, Working Groups

<b>Section</b>	<b>Page Number</b>
Index	1
Town Council	2
Finance and Governance Committee	3
Environment Committee	5
Planning Committee	7
Strategic Committee	8
Events and Marketing Committee	9
Town Hall Committee	10



## ***Town Council***

The following matters shall be reserved for decision by the Town Council, but the appropriate Committee(s) may make recommendations for the Council's consideration:-

- 1) precept.
- 2) Borrowing money.
- 3) To agree budget.
- 4) To appoint Town Mayor and Deputy Town Mayor.
- 5) To confirm the schedule of meeting of the Town Council/Committees for the ensuing year.
- 6) To grant dispensations.
- 7) Making, amending or revoking Standing Orders, Financial Regulations and Terms of Reference.
- 8) Matters of principle or policy.
- 9) Actions on comments and recommendations made by the internal and external Auditors.
- 10) Nomination or appointment of representatives of the Town Council on any authority, organisation or body.
- 11) Appointment of Committees and appointment of Chairs. Appointment of Sub-Committees and Project Steering Groups (task limited) and Working Groups.
- 12) New power or duties.
- 13) Nomination or appointment of representative of the Council to any enquiry on matters affecting the Town.
- 14) Receipt of reports to the Town Council from various Committees, Sub-Committees and Working Groups.
- 15) Staffing, establishment and general matters.
- 16) To deal with all issues where time prevents them being referred to the relevant Committee.
- 17) To approve comments on planning applications referred by the Planning Committee.
- 18) Any other matters not delegated to a Committee, Sub-Committee or Working Group or referred to the Council by a Committee, Sub-Committee, or Working Group.



## Terms of Reference Finance and Governance Committee

### **1. Membership**

- a. A minimum of 5 Councillors as appointed by Eye Town Council. Three Councillors must be present for the Committee to be quorate.
- b. The Chair and Vice-Chair to be Councillors.

### **2. Role of the Finance and Governance Committee**

- a. To have oversight of, and review on a rolling cycle, all standing and financial orders, policies & procedures, terms of reference and to recommend changes as required. To draft new governance arrangements for new areas of the Council's work.
- b. To work with the Clerk to prepare the Council budget including the setting of the precept.
- c. To monitor income and expenditure, within the budget estimates approved by the Town Council, and make necessary recommendations.
- d. To oversee any tender arrangements (over £500)
- e. To consider any expenditure proposed by other Committees, Sub-Committees, Working Groups and Project Steering Groups above that included in the current budget estimates.
- f. To review annually the structure and make up of committees, sub-committees, working groups and external appointments.
- g. To review and make recommendations to Council (unless that process has been previously delegated) agree any contracts or partnership agreements with external agencies.
- h. To oversee the grant and donation process for the Council ensuring an assessment and recommendation of any grant and donation requests is made using any agreed criteria and taking due consideration of the budget.
- i. To take an overview of all staffing matters working with the Clerk as line manager as appropriate. This will include but not limited to recruitment, contracts, pay and benefits, discipline and complaints and regular performance reviews..
- j. To oversee the recruitment, of Town Councillors in the event of vacancy.
- k. To have oversight of health and safety issues for the Council including receiving reviewed risk assessments from other Committees on an annual basis.
- l. To deal with any complaints against the Council or individual councillors using the procedures as detailed in standing Orders and allied documents as appropriate.
- m. To bring to other Committees or the Council matters of significance that might arise including through correspondence with other bodies.
- n. Any other matter referred to the Finance and Governance Committee by the Town Council.
- o. Undertake an other business as delegated by Eye Town Council

### **3. Role of the Chairperson**

- a. To ensure the Finance and Governance Committee acts within the areas of delegated business and refers appropriate decisions to Eye Town Council or other Committees.
- b. To ensure there is adequate liaison with the chairs of other Committees particularly with regard to budget setting and monitoring.
- c. To ensure that any expenditure incurred through the Finance and Governance Committee is within the approved budget allocation or has the prior approval from Eye Town Council.
- d. To call regular meetings, set agendas and ensure that notes are taken and given to the Town Clerk for circulation within 8 days of the meeting.
- e. To ensure the Town Clerk receives a performance appraisal and to provide support to other Committee chairs with the appraisal of other staff.
- f. To assist the Clerk in preparing regular reports to the Council and in responding to any relevant correspondence.



- g. To work with the Clerk and Mayor on any day to day matters concerning finance, governance and staffing providing guidance on when to refer matters to other Committee or Council.

#### **4. Role of the Town Clerk**

- a. To work closely with the Chairperson ensuring that all necessary support is provided for the Committee (including circulation of Notes of Meetings to all Town Councillors on Eye Town Council)
- b. To assist the Committee in the preparation of the Annual Budget and Development Plan
- c. To provide reports, correspondence and other necessary information to the Committee to enable them to undertake their work and make informed decisions.
- d. To prepare and obtain tenders and quotations to carry out work on assets and operations as decided upon by the Committee
- e. To work with the Chairperson of the Committee to respond to correspondence
- f. To attend meetings of the Committee when setting the annual budget and other meetings as required by the agenda following liaison with the chairperson.



## Terms of Reference Environment Committee

### **1. Membership**

- a. A minimum of 5 Councillors as appointed by Eye Town Council. Three Councillors must be present for the Committee to be quorate.
- b. The Chair and Vice-Chair to be Councillors.
- c. Up to an additional 4 co-opted representatives of the local community who will not have voting rights.

### **2. Role of the Environment Committee**

- a. To organise the management, maintenance and improvement to a suitable standard within available resources Council assets and public spaces including allotments, public toilet, market, churchyard and cemetery, pocket park, skate park, street lights and street furniture. .
- b. To review and propose an annual budget including charges and expenditure for consideration by Finance and Governance and recommendation to Eye Town Council;
- c. To monitor and report on the implementation of the budget through the year;
- d. To assist the Town Clerk in the annual review of the risk assessments for the management and maintenance of Council assets and operations listed above.
- e. To review allotment and burial charges annually and make recommendations on these charges for consideration by Finance & Governance Committee and Eye Town Council.
- f. To monitor and review utilities contracts , licences, agreements and management plans for Council assets within the remit of the Environment Committee
- g. To consider matters raised by others pertaining to the environment of Eye including but not limited to Public rights of Way and Highways;
- h. To bring to the Council's attention any matters of significance pertaining to the environment of Eye not covered by the above
- i. To liaise with the clerk over the work programme and performance of any Council staff dealing with Environment Committee's assets and operations;
- j. Any other business delegated by Eye Town Council.

### **3. Role of the Chairperson**

- a. To ensure that the Environment Committee acts within the areas of delegated business and refers appropriate decisions to Eye Town Council
- b. To ensure the Environment Committee prepares and monitors an Annual Budget and Development Plan
- c. To ensure all expenditure on Environment Committee matters is within the approved budget allocation or has prior approval from Eye Town Council
- d. To assist the Town Clerk in responding to any Environment related correspondence.
- e. To call regular meetings and ensure that notes are taken and given to the Town Clerk for circulation within 8 days of the meeting.
- f. To assist the Town Clerk with the performance appraisal of any staff associated with the Environment Committee.
- g. To work with the Town Clerk on the day to day management of environment matters providing guidance when to refer them to the Environment Committee or Eye Town Council;

### **4. Role of the Town Clerk**

- a. To work closely with the Chairperson ensuring that all necessary support is provided for the Environment Committee (including circulation of Notes of Meetings to all Town Councillors on Eye Town Council)



- b. To assist the Environment Committee in the preparation of their Annual Budget and Development Plan
- c. To provide reports, correspondence and other necessary information to the Environment Committee to enable them to undertake their work and make informed decisions.
- d. To prepare and obtain Tenders and Quotations to carry out work on Environment Committee facilities as decided upon by the Environment Committee
- e. To work with the Chairperson of the Environment Committee to respond to Environment correspondence
- f. To attend Environment Committee as necessary



## Terms of Reference – Planning Committee

### **1. Membership**

- a. A minimum of 5 Councillors as appointed by the Town Council. Three councillors must be present for the Committee to be quorate
- b. The Chair and Vice-Chair to be Councillors

### **2. Role of the Planning Committee**

- a. To consider planning applications received from Mid-Suffolk District Council for consultation. To make recommendations to Full Council for consideration taking into account the national planning policy framework
- b. To note and consider determinations in respect to conditions applied to successful planning applications.
- c. To lobby Mid- Suffolk District Council to pursue any planning enforcement issues with the Town area.
- d. To make comments on planning application when timescales do not allow Full Council to be involved in a decision e.g. over summer recess.
- e. To consider any concerns raised by residents in relation to planning applications.
- f. To undertake any other matters delegated by the Town Council.

### **3. Role of the Chairperson**

- a. To call and chair monthly planning meetings and draft recommendations to full Council on planning applications.
- b. To ensure that the Town Council makes appropriate comments that make reference to the national planning policy framework on planning applications.
- c. To assist the Clerk in responding to any Planning related correspondence

### **4 Role of the Clerk**

- a. To work closely with the Chairperson ensuring that the necessary support is provided for the Planning Committee.
- b. To forward all consultation requests and determinations to the Chairperson or in their absence the Vice Chairperson.
- c. To work with the Chairperson to respond to any Planning correspondence.
- d. To attend Planning Committee Meetings when requested.
- e. To keep an up to date planning log that contains the following information
  - i) the date on which it was received
  - ii)The nature of the application
  - iii) the place to which it relates
  - iv) the initial response deadline
  - v) the response made to the planning authority.



## Terms of Reference – Strategic Development Committee

### **1. Membership**

- a. A minimum of 5 Councillors as appointed by the Town Council. Three councillors must be present for the Committee to be quorate
- b. The Chair and Vice-Chair to be Councillors.
- c. Up to an additional 4 co-opted representatives of the local community who will not have voting rights

### **Role of the Strategic Planning Group**

- a. To consider matters surrounding the growth proposals, including strategic development proposals and documents from local authorities and other agencies and make recommendations to Full Council
- b. To commission and undertake research into needs of residents and oversee consultations with the populace.
- c. To lead on partnerships with key organisations e.g. Mid-Suffolk District Council
- d. To oversee the development and implementation strategic plans for Eye.

### **2. Role of the Chairperson**

- a. To ensure that the Town Council makes strategic plans for the future.
- b. To ensure that the Committee acts within the areas of delegated business and refers appropriate decisions to Full Council.
- c. To call regular meetings and ensure that notes are taken and given to the Town Clerk for circulation within 8 days of the meeting.
- d. To assist the Clerk in responding to any Strategic Development related correspondence and consultations.

### **3 Role of the Clerk**

- a. To work closely with the Chairperson ensuring that the necessary support is provided for the Strategic Development Committee.
- b. To forward all strategic consultation requests to the Chair of the Committee.
- c. To work with the Chairperson to respond to any Strategic Development correspondence and consultations.
- d. To attend Strategic Development Committee when requested.





## Terms of Reference - Events Committee

### **1. Membership**

- a. A minimum of 5 Councillors as appointed by the Town Council. Three councillors must be present for the Committee to be quorate
- b. The Chair and Vice-Chair to be Councillors.
- c. Up to an additional 4 co-opted representatives of the local community who will not have voting rights

### **4. Role of the Events Committee**

- a. To discuss and organise inclusive Town Council events ensuring that they are well planned and each event has an up to date risk assessment. The Town Council Events include:-
  - *Annual Town Meeting*
  - *Mayor Making*
  - *Remembrance Service*
  - *Xmas Lights Switch on*
- b. To support, contribute and promote regular Town Events organised by community groups, ensuring all Town Council activities are subject to a risk assessment and are compliant with the Town Council's policies and procedures.
- c. To agree date/s calendar for events.
- d. To seek financial support for events.
- e. To arrange appropriate press coverage and organise promotional materials for the Town in partnership with other agencies.
- f. To make all other arrangements for Town Council events subject to being within allocated budget.
- g. To support and monitor the development of the Town Website.
- h. Any other promotional and events matters delegated by Full Council.

### **2. Role of the Chairperson**

- a. To work closely with clerk to ensure events and marketing is effective for the town
- b. To ensure that the Committee acts within the areas of delegated business and refers decisions to Full Council when appropriate.
- c. To enable the Events Committee to contribute to the preparation of a Draft Plan of Events and Annual and once agreed by full council monitor the implementation.
- d. To work with the clerk to respond to any Events/marketing correspondence
- e. To call meetings and ensure that action notes are taken and given to the clerk for circulation with 8 days of the meeting.

### **3. Role of the Clerk**

- a. To work closely with the Chairperson ensuring that the necessary support is provided for the Events and Marketing Committee. (Including the circulation of Action Notes to all Full Council)
- b. To work with the Chairperson to prepare the Events Committee Annual Budget and Plan of Events
- c. To work with the Chairperson to respond to any Events/marketing correspondence
- d. To attend events and marketing meetings when requested by the committee.



## Terms of Reference - Town Hall Committee

### **1.1 Membership**

1.1 Up to 5 Councillors as appointed by the Town Council. Three Councillors must be present for the committee to be quorate. The Chair and Vice-Chair to be Councillors

1.2 Development partners, volunteers and members of the public maybe co-opted by the committee, however, they shall not have voting rights.

### **2. The role of the Town Hall Committee**

The Town Hall Committee is responsible for the physical and business management of the Town Hall. It is a Standing Committee of the Council with delegated powers to authorise expenditure in relation to the maintenance and improvement of the building within the financial provision agreed by the Council.

2.1 To be responsible for the maintenance and improvement of Eye Town Hall and its facilities.

2.2 To seek financial support for the maintenance, improvement and promotion of the Town Hall.

2.3 As agreed by the Council to approve all expenditure relating to the maintenance and improvement of the Town Hall including budget control of any grants or funds received.

2.4 Liaise with the Town Clerk and Caretaker to manage lettings and the use of the Town Hall during any improvement works.

2.5 To assist the Town Clerk in the annual review of the Town Hall risk assessment and undertake any necessary actions.

2.6 To conduct an annual review of hire agreements making recommendations to Council on rental charges.

2.7 To monitor and review utilities contracts and licences.

2.8 To market and promote the use of the Town Hall.

2.9 To involve current users and local residents in making affordable improvements to the Town Hall.

2.10 Undertake to keep the Town Hall users and the residents of Eye informed of progress of any improvement works undertaken.

### **3. Role of the Chairperson**

3.1 To ensure that the Committee acts within the areas of delegated business and refers appropriate decisions to full council.

3.2 To enable the Town Hall committee to contribute to the preparation of the Draft Annual Budget and Maintenance Plan and once approved monitor its implementation.

3.3 To assist the clerk in responding to any Town Hall related correspondence.

3.4 To call meetings and ensure that action notes are taken and given to the clerk for circulation within 8 days of the meeting.

3.5 To assist the clerk with the performance appraisal of any staff associated with the Town Hall.

### **4. Role of the Clerk**

4.1 To work closely with the Chairperson ensuring that the necessary support is provided for the Town Hall committee. (Including the circulation of Action Notes to all Full Council)

4.2 With relevant sub-committee members prepare the Annual Budget and Maintenance Plan.

4.3 To provide reports to the Town Hall committee to enable them to make informed decisions.

4.4 To work with the Chairperson to respond to any buildings correspondence.

4.5 To attend the Town Hall committee when appropriate.

4.6 To undertake the performance appraisal and the day to day management of the caretaker and any staff associated with the Town Hall.