

RED TEXT AS AGREED AT THE COMMITTEE MEETING  
PURPLE TEXT CALC RECOMMENDATIONS



# Saltash Town Council

Konsel An Dre Essa

~~Executive~~ legislation does not qualify the title or status of a committee. The 1972 Local Government Act s 101 a council may delegate to a committee. I would recommend that the word 'Executive' is dropped throughout the text.

## Committee

## Terms of Reference

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### Introduction

Saltash Town Council has appointed a number of **Executive** Committees to undertake work for and on behalf of the Council. The specific responsibilities of each **Executive** Committee are confirmed by Terms of Reference.

This policy sets out the Terms of Reference of each **Executive** Committee of the Council and confirms the following:

- Membership and number of seats
- Role of the Mayor and Deputy Mayor
- Frequency of meetings
- Remit of the Committee and reporting structure
- ~~Scheme of Delegation~~ **Delegated Authority**

In the absence of any policy, a Committee of the Council will abide by the criteria established for Full Council as prescribed by the Council's Standing Orders.

~~These terms of reference apply to committees, sub-committees and any other group established to undertake work on behalf of the Council in an advisory capacity~~

**I would suggest that the council reinstates the wording relating to sub committees and other advisory groups. Whilst these may not exist at present retention of the wording allows the council to be flexible in its governance arrangements in the future and reflects the options contained in standing orders.**

Saltash Town Council has the General Power of Competence as a power of first resort. Where the Council becomes ineligible, it will refer to the Powers quoted in these Terms of Reference for the conduct of its business.

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# General Terms of Reference Applicable to all Executive Committees and joint Burial Board:

The Terms of Reference of all ~~Executive Committees and joint Burial Board~~ are subject to the following principles:

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between Committees shall be referred to Full Council for determination
4. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Council for approval
5. Day to day management of Council matters rests with the Town Clerk
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of Committee (or in his/her absence the Vice Chairman) and Mayor and reported to the next appropriate ~~Executive~~ Committee or full Council meeting, whichever is first
7. Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Saltash
8. ~~Where appropriate, Committees shall provide a summary report of each meeting to the Council at the next practicable meeting of the Council. The report will distinguish those matters decided by the committee under delegated powers from matters which form the subject of a recommendation to the Council. The text ensures that where appropriate each committee will provide a summary report back to full council. The minutes of the meeting will be sufficient in most cases but occasionally it could be more detailed especially where the committee is making recommendations to full council which require additional information. I would recommend that this wording is retained.~~
9. Guest speakers should normally be limited to one per meeting ~~with the permission of the Council and shall not exceed 10 minutes unless directed by the Chairman of the meeting in accordance with Standing Order 6(6.iii.f) with a time limit placed upon them.~~
10. Public participation
  - a. There will be, during each ~~Executive~~ Committee meeting, a quarter of an hour public session with members of the public being able to speak and ask questions concerning the business of the Committee in accordance with the Standing Orders.

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- b. During Planning Committee meetings members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning Committee
  - c. The period of time designated for public participation at a meeting in accordance with standing order 2(d) shall not exceed 15 minutes unless directed by the Chairman of the meeting.
  - d. Subject to Standing Order 2(e) above, a member of the public shall not speak for more than 3 minutes.
  - e. There will be no public participation at meetings of the Personnel Committee.
11. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Council's attention by the Town Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the area of Saltash
- ~~12. Where a committee resolves to exclude the press and public from all or part of the meeting, the Committee may resolve to permit councillors not elected to the committee to remain in the meeting.~~
- ~~13. From time to time a committee may appoint up to two (2) members of the public to serve on a council committee or subcommittee as non-voting members. Appointed members will be required to abide by the Council's Code of Conduct. **CALC ADVISES THIS REMAINS TO ALLOW STC THE OPTION SHOULD THEY WISH TO APPOINT MEMBERS OF THE PUBLIC**~~
14. All members of the Personnel and Planning and Licensing Committee will attend training relevant to the work of the Committee as identified and provided by the Council. **requires all members to undertake training in the work of the committees. This should be reflected across all committees rather than just Personnel and Planning/Licensing.**
- ~~15. Where the Mayor is absent from Officer for a period of time the Deputy Mayor will assume the responsibility of the role as Mayor. **As the Terms of Reference specifically exclude the Mayor and Deputy Mayor from taking on the chair and deputy chair of committees, this item is unnecessary**~~

#### Delegation of Authority to Sub-Committees

Where a function within the Terms of Reference of a committee has been further delegated to a sub-committee that sub-committee will report its findings and any recommendations back to the appropriate committee or direct to the Council, as per the remit

**Please note for ALL COMMITTEES - The wording should read 'to make recommendations' rather than resolutions. A resolution in this context is a decision.**

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# Policy and ~~Resources~~ Finance Committee (P&R) (P&F)

Composition: ~~Seven elected members, plus~~ Sixteen members

~~Mayor, Deputy Mayor (ex-officio, voting)~~

Chairmanship: Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. ~~The serving Mayor and Deputy Mayor will not be eligible for either of these positions.~~

~~Non-members: Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.~~

Quorum: ~~Five~~ Nine members

Meetings: Bi-Monthly

Timing: 6:30 p.m.

~~Venue: Guildhall~~ **the usual venue for the meeting should be inserted as this is a public document.**

Reports to: Full Council

Remit: ~~Policy Administration and Finances of the Town Council~~

### Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To review, from time to time, policy objectives within the Committee's Terms of Reference for consideration by the Council
3. To prepare annual estimates and update a 5-year forecast of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to the Council as to the precept in time for its annual budget meeting each year
4. To regulate and control the finance of the Council and to have charge of the financial and accounting arrangements of the Council
5. To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Council's system of controls
6. To receive and approve schedules of payments
- 7. To agree virements between approved budget headings**
8. To make recommendations to the Council on the use of financial reserves

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9. To make recommendations to the Council on capital expenditure not already provided for in Council's estimates of expenditure for the current financial year
10. To consider grants to local organisations in accordance with the Council's adopted grants policy
11. To undertake annually the risk assessment in relation to the Council's insurance cover
12. To insure against such risks as the Committee deems necessary to cover
13. To make **recommendations resolutions** to the Council regarding the promotion and expenditure on tourism
14. To make **recommendations resolutions** to the Council regarding the Crime and Disorder Act 1998, following consultation with the appropriate bodies
15. To make **recommendations resolutions** to the Council regarding town twinning
16. To make **recommendations resolutions** to the Council regarding the prosecution or defence of any legal proceedings
17. To make **recommendations resolutions** to the Council for the use of powers to acquire by agreement, to appropriate, to dispose of land
18. To make **recommendations resolutions** to the Council for the use of its powers to promote a lottery
19. To make **recommendations resolutions** to the Council for the use of its powers to accept gifts, including land
20. To make **recommendations resolutions** to the Council regarding the future provision of civic regalia
21. To agree the use by any other organisation of the Town Crest
22. To review the Standing Orders and Financial Regulations on a regular basis and make **recommendations resolutions** to the Council
23. To make **recommendations resolutions** that the Council regarding the review of existing policy matters
24. The delegated power to keep all procedures under active review
25. The delegated power to maintain the Council's eligibility for General Power of Competence.
26. The delegated power to exercise the Town Council's powers to direct as to the custody of parish property and documents
27. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously

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- approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the P & R F Committee's total budget must be authorised by the Council
28. The negotiation of tenders which do not fall within the Terms of Reference of any other Committee and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision) with the practical implementation of the contract devolved to the appropriate **Executive** Committee
  29. All aspects of Health and Safety that fall within the remit of the **Executive** Committee
  30. Making recommendations to the Council on all matters not within existing policy
  31. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility
  32. Monitoring the physical environment within the Council's area and carrying out improvements within budgetary provision. To recommend to the Council any matters outside this budgetary provision
  33. The consideration of recommendations of sub- committees, working groups etc under the control of the P & R F Committee
  34. Consultation with other relevant bodies with similar interests, including other Town Council **Executive Committees** and Sub-Committees, and consideration of their recommendations
  35. Matters not already delegated to the Town Clerk which relate to the Town Council newsletter, websites, webcam, publicity **and press and social media releases.**
  36. To consider such other matters of a general nature not clearly falling within the Terms of Reference of any other **Executive Committee** referred either by the Council or the Town Clerk.

### THE FOLLOWING ITEMS MERGED FROM THE PROPERTIES & SERVICES COMMITTEE TO POLICY & FINANCE COMMITTEE

37. To draft, negotiate with the lessee/licensee terms and conditions of leases/licences for all Town Council property and land and submit **recommendations** resolution ~~for consideration by the full~~ to Council
38. To consider the renewal of leasing/licensing agreements and make proper **recommendations** resolution ~~to the P & R Committee~~ Council if it is not felt appropriate to continue such an agreement
39. To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry

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**Matters not Delegated to the Committee:**

1. The consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents
2. Any matter falling within the remit of the **Executive** Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy

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## ~~Open Spaces & Environmental Services (OS&ES)~~

## **Property Land & Environmental Services (PL&ES)**

Composition: ~~Seven elected members, plus~~ Sixteen members

~~Mayor, Deputy Mayor (ex-officio, voting)~~

Chairmanship: Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. ~~The serving Mayor and Deputy Mayor will not be eligible for either of these positions.~~

~~Non-members: Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.~~

Quorum : ~~Five~~ Nine members

Meetings: Bi-monthly

Timing: 6:30 p.m.

~~Venue: Guildhall~~ **the usual venue for the meeting should be inserted as this is a public document.**

Reports to: Full Council

Remit : The provision, maintenance, management, marketing and service function of all Town Council property, buildings, land and structures

- Property
- Allotments
- Open Spaces
- Cemetery
- Waterfront
- Structures
- Footpaths
- Grounds Maintenance
- Public Toilets

### **Terms of Reference & Matters Delegated to the Committee:**

1. To consider such matters as may be delegated by the Council from time to time
- ~~2. The provision, management and maintenance of bus shelters within the area of Saltash.~~
3. Reviewing the level of fees and charges of the ~~Executive~~ Committee's functions and making appropriate recommendations to the P & R F Committee

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4. To consider and submit to the P & R F Committee for the annual budget estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast plan.
5. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Executive Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Executive Committees total budget must be authorised by the P & R F Committee
6. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the Executive committee
7. All aspects of Health and Safety that fall within the remit of the Executive Committee
8. Making recommendations to the Council on all matters not within existing policy
9. Monitoring the physical environment and property within the Council's area and carrying out improvements within budgetary provision. To recommend to the Council any matters outside this budgetary provision
10. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility
11. The consideration of recommendations of Sub-Committees, working groups etc under the control of the Executive Committee
12. Consultation with other relevant bodies with similar interests, including other Town Council Executive Committees and Sub-Committees, and consideration of their recommendations
13. The implementation of agency agreements for the delegation of services from Cornwall Council which fall within the remit of the Executive Committee and have been negotiated and agreed by Full Council
14. To consider such matters as may be delegated by the Council from time to time
15. To consider the securing and security of all Town Council property and land and make recommendations resolutions to ~~the appropriate committee or the full Council~~
16. To maintain the exterior and structural fabric of all Council buildings/structures
17. To review the level of fees and charges of the Executive Committee's functions and making appropriate recommendations to the P & R F Committee
18. To consider and submit to the P & R F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast

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19. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committee's total budget must be authorised by the P & R F Committee
20. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the Committee
21. All aspects of Health and Safety that fall within the remit of the Committee
22. Making recommendations to the Council on all matters not within existing policy
23. Preparation and review of a plan for future requirements within the scope of the ~~Executive~~ Committee regardless of feasibility
24. Consultation with other relevant bodies with similar interests, including other ~~Town Councils~~ **Local Councils** and Cornwall Council. ~~Executive Committees and sub-committees, and consideration of their recommendations~~

**Matters not Delegated to the Committee:**

Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy

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## **Planning and Licensing Committee**

- Composition: ~~Six elected members, plus~~ Sixteen members  
~~Mayor, Deputy Mayor (ex officio, voting)~~
- ~~Each ward must have at least one representative assigned to the Committee although it is not a requirement that each Ward be represented at every meeting.~~
- Chairmanship: Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year. ~~The serving Mayor and Deputy Mayor will not be eligible for either of these positions.~~
- ~~Non-members:~~ ~~Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.~~
- Training: All members of the Executive Committee are to undertake Planning training within 6 months of their appointment subject to course availability
- Quorum : Five ~~Nine~~ members
- Meetings: Every Third Tuesday
- Timing: 6:30 p.m.
- ~~Venue:~~ ~~Guildhall~~ **the usual venue for the meeting should be inserted as this is a public document.**
- Reporting WP: Saltash Neighbourhood Plan
- Reports to: Town Council
- Remit: To consider and make responses on behalf of Saltash Town Council for all Planning and Licensing related matters.

### **Terms of Reference & Matters Delegated to the Committee:**

- ~~1.~~ Full delegated authority to make responses on behalf of Saltash Town Council to all applications for licensing or development in and outside the Saltash Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc) received from Cornwall Council. ~~Any planning application that is deemed by the committee to impinge on the town to a significant degree must, if time permits, be referred to full Council.~~
2. To consider any request for pre-application discussions with any developer and make a response on behalf of the Council **in accordance with the Town and Parish Councils in Cornwall Guiding Principles for Pre-Application discussions**

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3. To review the Council planning policy and procedure and make **recommendations resolutions** to Council to ensure that the Council is able to meet any additional requirements of the planning process.
4. To respond to consultation documents regarding tree preservation and other matters regarding general land development
5. To consider all appeals against planning refusal by Cornwall Council within Saltash Town Council area and to submit comments to the Planning Inspectorate
6. To consider any proposals for new and reviews of the Core Strategy and any other consultation documents of a planning nature and to make **recommendations resolutions** to the Council
7. During Planning Committee meetings members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning Committee
8. **The period of time designated for public participation at a meeting in accordance with standing order 2(d) shall not exceed 15 minutes unless directed by the Chairman of the meeting.**
- ~~9. The consideration of recommendations of sub-committees, working groups etc under the control of the Planning Committee~~
10. Consultation with other relevant bodies with similar interests, including other **Town Councils Local Councils** and Cornwall Council. ~~Executive Committee and Sub-Committees, and consideration of their recommendations~~

#### **Matters not Delegated to the Committee:**

1. Any matter falling within the remit of the **Executive** Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy including neighbourhood planning.

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## **Personnel Committee**

Councillors appointed to the **Staffing Personnel** Committee must be willing to commit to undertake employment law training as soon as they are elected to the committee. The Town Council recognizes that a stable membership of the committee is desirable and as such membership of the committee should be seen as a long-term commitment.

Composition: ~~Five elected members (voting)~~ **Six members**

~~Mayor (ex officio, voting)~~

Note: A member will not be eligible for nomination to the committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.

Chairmanship: ~~The Mayor~~

~~Vice Chair to be elected from the members of the committee at the first meeting in each council year~~

~~Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year. The serving Mayor and Deputy Mayor will not be eligible for either of these positions.~~

~~Non members: Any member of the Council is able to attend and may participate at the discretion of the Chairman, but must leave the room whenever the press and public are excluded.~~

Public: There will be no public participation at the meetings of the committee

Quorum : ~~Three~~ **Four** members

Meetings: ~~Bi-monthly~~

Time: ~~6:30 p.m.~~

~~Venue: Guildhall~~ **the usual venue for the meeting should be inserted as this is a public document.**

Training: All members of this committee will undertake employment law training within 6 months provided by the Council subject to course availability

Reports to: Full Council

~~Administration: Town Council~~

Remit: Staff recruitment, grievance, appraisal, sickness, annual leave, maternity & paternity records, training, employment policies, health & safety and welfare matters.

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#### **Terms of Reference & Matters Delegated to the Committee:**

1. To consider such matters ~~as delegated by Council or any Committee of the Council may be delegated referred by the Executive Committees Council from time to time.~~ **I would recommend reinstating the word 'as delegated by Council or any Committee of the Council' It gives the maximum scope for the Personnel Committee to act swiftly in the interests of the employer**
2. The overall performance and welfare of the staff, delegating the day to day line management to the Town Clerk
3. To receive reports from the Town Clerk in respect of attendance, short- and long-term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated the powers to resolve any associated matters
4. To review and implement all employment policies in consultation with members of staff
5. ~~To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the full Council~~ **I would recommend that these are reinstated as they allow the committee to report on staffing levels and make recommendations to full council. As the work of the council expands the staff requirement will also change and the Personnel Committee will have a role to play in making recommendations to full council from time to time or as delegated.**
6. To oversee the recruitment process of all staff and where required, assist, when required, the Town Clerk in the recruitment of new staff
7. ~~To undertake the recruitment of the Town Clerk with any associated expenditure and making the appointment.~~ **I would recommend that these are reinstated as they allow the committee to report on staffing levels and make recommendations to full council. As the work of the council expands the staff requirement will also change and the Personnel Committee will have a role to play in making recommendations to full council from time to time or as delegated.**
8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment
9. To maintain confidentiality over all staffing matters as required under the 2018 General Data Protection Regulations and the 2018 Data Protection Act as well as the Code of Conduct.
10. To deal with all matters relating to ~~councillor~~/staff conduct
11. Staff Appraisals
  - a. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes

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- b. The annual appraisal of the Town Clerk will be undertaken by the Mayor and Chairman of the **Personnel Committee**
  - c. To oversee staff and member development including identify training opportunities and ensure that all training needs are met.
12. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks
  13. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure **referred by the Town Clerk.**
  14. ~~To investigate and;~~ Where appropriate, appoint a panel to hear complaints made under the Council's Grievance and Disciplinary Procedure and full delegated responsibility to take whatever action necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter. **Removing the role of investigation from the terms of reference means that the council is going to have to identify another mechanism for undertaking investigations. I would recommend that the wording is reinstated to ensure that it oversees the duty.**
  - ~~15.~~ To prepare and submit to the P & R F Committee budget proposals ~~in respect of salaries and training for all staff not later than 30 November each. This item ensures that proposals for staffing and training are brought into the budgeting process.~~
  16. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the committee's total budget must be authorised by the P & R F Committee
  17. All aspects of Health and Safety that fall within the remit of the committee
  18. Making **recommendations** resolutions to the Council on all matters not within existing policy
  19. **Saltash Town Council recognises the Transfer of Undertakings Protection of Employment regulations 2006 known as TUPE.**
  20. **Saltash Town Council is committed to working with accredited trade unions to promote a good working relationship with its staff. The purpose of the terms of reference is to list how the committee will work and the limits of its decision making. Items 19 & 20 are aspirational rather than specific to the work of the council and would be more relevant in the Dignity at Work/Officer Member protocol policy.**

#### Matters not Delegated to the Committee:

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Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy

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**Burial Board (BB)**

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Composition: Four elected members, **this should note 'membership established by separate constitution' Four elected members.**

~~Mayor, Deputy Mayor (ex-officio, voting) and three representatives of St Stephens Church~~ **SUBJECT TO CONSTITUTION**

Chairmanship: Two Co-Chairmen to be elected (one from STC and one from St Stephens Church) from the members of the Burial Board at the first meeting in each Council year

Non-members: Any member of the Council is able to attend and may participate at the discretion of the Chairman but may be asked to leave if the press and public are excluded.

Quorum: Any 3 members for non-financial matters  
3 STC members for financial matters

Meetings: Quarterly 2nd Wednesday of the month.

Timing: ~~2 p.m.~~ 6 p.m.

~~Venue: Guildhall~~ **the usual venue for the meeting should be inserted as this is a public document.**

Reports to: Full Council

~~Administration: Town Council~~

Remit: ~~Management Maintenance~~ and operation of St Stephen's Cemetery

**I am unsure whether the Burial Board has a management function – if so, it should be noted in the remit.**

### Terms of Reference & Matters Delegated to the Committee:

1. The improvement, maintenance and management of the open section of cemetery grounds in St Stephen's Cemetery
2. To consider such matters as may be delegated by the Council from time to time
3. Reviewing the level of fees and charges of the Committee's functions and making appropriate recommendations to the P & R F Committee
4. To consider and submit to the P & R F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast.
5. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits of the scheme of delegation or previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years.
6. The virement of funds within the Committee's total budget must be authorised by the P & R F Committee
7. All aspects of Health and Safety that fall within the remit of the Committee

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8. Making recommendations to the Council on all matters not within existing policy
9. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility

#### **Matters not delegated to the Committee:**

Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy

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## **Burial Authority (BA)**

Composition: ~~Four elected members~~ Sixteen members  
Mayor, Deputy Mayor (ex-officio, voting)

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Chairmanship: Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. ~~The serving Mayor and Deputy Mayor will not be eligible for either of these positions.~~

~~Non-members: Any member of the Council is able to attend and may participate at the discretion of the Chairman but may be asked to leave if the press and public are excluded.~~

Quorum: ~~3~~ **Nine** members

Meetings: Quarterly 2nd Wednesday of the month.

Timing: ~~2 p.m. or following Burial Board~~ **6 p.m.**

~~Venue: Guildhall~~ **the usual venue for the meeting should be inserted as this is a public document.**

Reports to: Full Council

~~Administration: Town Council~~

Remit: Management and operation of Churchtown Cemetery

#### **Terms of Reference & Matters Delegated to the Committee:**

1. The provision and management of a burial and cremated remains service.
2. The improvement, maintenance and management of the grounds in Churchtown Cemetery
3. To consider such matters as may be delegated by the Council from time to time
4. Reviewing the level of fees and charges of the ~~Executive Committee's~~ functions and making appropriate recommendations to the P & R F Committee
5. To consider and submit to the P & R F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast
6. Authorisation of expenditure within the ~~Executive Committee~~ budget, provided that the payment is made from a budget that is within the limits of the scheme of delegation or previously approved by the Council. The ~~Executive Committee~~ cannot commit or spend from future budgets not confirmed or from future years.
7. The virement of funds within the ~~Executive Committee~~ total budget must be authorised by the P & R F Committee
8. All aspects of Health and Safety that fall within the remit of the ~~Executive Committee~~
9. Making recommendations to the Council on all matters not within existing policy
10. Preparation and review of a plan for future requirements within the scope of the ~~Executive Committee~~ regardless of feasibility

**RED TEXT AS AGREED AT THE COMMITTEE MEETING**  
**PURPLE TEXT CALC RECOMMENDATIONS**

**Matters not delegated to the ~~Executive~~ Committee:**

Any matter falling within the remit of the ~~Executive~~ Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy

DRAFT