



Yateley Town Council Committee Terms of Reference 2021

1.0 Introduction

1.1 The purpose of this policy is to outline the areas of responsibility for the Council's various Committees.

1.2 All Council meetings are held in The Tythings and follow a meetings schedule agreed in advance by the Council. Evening meetings start at 7.00pm and daytime meetings are at 11.00am, unless otherwise stated on the meeting agenda.

1.3 All Standing Committee meetings are open to members of the public, except where a resolution has been passed to close the meeting so that specific items, such as staffing or commercially sensitive matters, are to be discussed.

1.4 The Council's Standing Committees are subject to the Council's Standing Orders and Financial Regulations.

1.5 The Council has the following Standing Committees:

- Finance & Policy
- Planning & Licensing
- Environment
- Personnel
- Appeals
- Emergency Action

1.5.1 Membership of the Standing Committees will be agreed at the Annual Meeting of the Town Council in May. In accordance with the Council's Standing Orders, Committee Chairs and Vice-Chairs will be agreed at the Annual meeting of the Town Council.

1.5.2 Minutes from the Standing Committees are to be produced and issued to Full Council for noting, questions or brief comment.

1.5.3 The Standing Committees have their own budget responsibilities, under the constraints of the Council's Financial Regulations.

1.6 The Council also has the following operational Committees, that can choose to meet when required:

- Community Committee
- Yateley Climate Action Network (Climate Change Working Group)

1.6.1 Operational Committees and Working Groups enable the Council to research topics and carry out operational tasks, reporting into their parent Committee. Since these meetings do not have any financial or major decision making powers, they are not required to meet in public or publish meeting agenda in the same ways as the Council's Standing Committees.

1.6.2 Membership and Chairs of the Operational Committees are to be agreed by the parent body at the start of the municipal year, or as otherwise agreed.

1.6.3 Notes from the Operational Committees are to be produced and issued to the parent body for noting, questions or brief comment.

2.0 Terms of Reference for Standing and Operational Committees

2.1 Standing Committees

Name:	Finance & Policy
Type & Parent:	Standing Committee – reports to Full Council
Membership:	7 Members to include Chairs of the Environment Committee and the Planning & Licensing Committee
Quorum:	4
Terms of Reference:	<ul style="list-style-type: none"> • Drafting the annual budget, precept request and management of the Council’s reserves, in conjunction with the other Standing Committees, for Full Council approval. • Monitoring and approval of the Town Council’s management accounts, including income, expenditure, debtor and creditor accounts, on a bi-monthly basis. • Review and approval, as permitted, budget modifications requested by other Committees (budget virements). • Town Council policy formulation, policy review and compliance in line with the Council’s objectives. Review of Financial Regulations and Standing Orders, prior to Full Council approval. • Monitoring overall financial performance, internal controls and external audit. • Review of the Council’s Annual Risk Assessment prior to Full Council approval. • Monitoring of any relevant health and safety matters. • Monitoring of any matters relating to data protection, including reporting any data breaches to the ICO within 72 hours of becoming aware. • Awarding and monitoring of contracts and expenditure (excluding for staff) relating to Council administration, or as deemed appropriate, in accordance with the Council’s Standing Orders and Financial Regulations and to obtain best value. • Setting of all Council fees and ensuring adequate revenue is generated from commercial activities. • Review and approval of grant requests under £10,000, for applications that meet the Council’s Grants policy. • Monitoring progress against the Town Council Plan. • Maintaining the asset register. • Approval and monitoring of the Council’s banking and loan (PWLB) arrangements. • Monitoring of existing investments and exploring other investment opportunities, as required.

Name:	Environment
Type & Parent:	Standing Committee – reports to Full Council
Membership:	7 Members
Quorum:	4
Terms of Reference:	<ul style="list-style-type: none"> • Overseeing all service delivery, including promotion of the economic, social and environmental wellbeing of the parish. • Review and approval of the following environmental policies: <ul style="list-style-type: none"> ○ General environment policies ○ Tree management ○ Climate change ○ Open spaces ○ Heathlands Cemetery • Maintenance and enhancement of all Council run activities including: <ul style="list-style-type: none"> ○ Heathlands Cemetery ○ All Council owned open spaces ○ Community halls and buildings ○ Play areas ○ Swan Lake ○ Allotments ○ Physical assets including the war memorial, bus shelters, benches, gym equipment and bins. • Awarding and monitoring of contracts and expenditure (excluding for staff) relating to the external environment, the Council’s physical assets or open spaces, or as deemed appropriate, in accordance with the Council’s Standing Orders and Financial Regulations and to obtain best value. • Proposing and review of capital expenditure projects. • Overseeing the Climate Change Working Group and receiving reports from the Yateley Climate Action Network. • Monitoring the weekly and specialists markets. • Organising Highways meetings with the District and County Councils to address matters relating to traffic, pedestrian safety, highway improvements and parking.

Name:	Planning & Licensing
Type & Parent:	Standing Committee – reports to Full Council
Membership:	6 Members
Quorum:	3
Terms of Reference:	<ul style="list-style-type: none"> • Submission of comments for planning and licensing applications and appeals in the parish or surrounding the parish, where there a significant impact on parish residents is likely. • Tracking of key planning applications, enforcement action and appeals. • Monitoring of the draft Neighbourhood Plan and to be aware of the emerging policies. • Engagement with outside bodies as required, such as Hart District Council, the local housing associations and planning

	<p>agents or developers, to enable the best outcome for residents.</p> <ul style="list-style-type: none"> • Monitoring of section 106 or Community Infrastructure Levy contributions.
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Name:	Personnel
Type & Parent:	Standing Committee – reports to Full Council
Membership:	4 to include Chairs of the Finance & Policy Committee, the Environment Committee and the Planning & Licensing Committee
Quorum:	3
Terms of Reference:	<ul style="list-style-type: none"> • Recruitment for the Town Clerk and the Deputy Town Clerk posts. • Setting employment contracts for the Town Clerk and Deputy Town Clerk posts. • Responsibility for all aspects of staff employment, conditions and job descriptions. • Monitoring any changes to employment legislation, pensions, employer liabilities and duties. • Annual review of all staff salaries for proposal to the Finance & Policy Committee. • Review and approval of any change to the staff structure or the creation / removal of posts. • Implementing the staff disciplinary, persistent staff absence or grievance processes, in accordance with the Council's policies. • Managing the process leading to staff dismissal, including redundancy. • Implementing performance management for the Town Clerk and monitoring performance management for all other staff. • Receiving regular staff updates from the Town Clerk on matters including staff recruitment, operational updates / concerns, training and staff development. • Addressing any other matter that Full Council considers appropriate for the Committee, except the day-to-day management of staff.

Name:	Appeals
Type & Parent:	Standing Committee – reports to Full Council
Membership:	5 Members who are not on the Personnel Committee
Quorum:	3
Terms of Reference:	<ul style="list-style-type: none"> • Managing the staff appeals process in accordance with the Council's Disciplinary & Grievance policies and other professional advice.

Name:	Emergency Action
Type & Parent:	Standing Committee – reports to Full Council
Membership:	5 Members
Quorum:	3
Terms of Reference:	<ul style="list-style-type: none"> • Review and approval of any actions deemed necessary to protect the interests of the Town Council. • Can be convened immediately, if required.

2.2 Operational Committees

Name:	Community Committee
Type & Parent:	Operational Committee – reports to Full Council
Membership:	5 Members
Quorum:	3
Terms of Reference:	<p><u>Civic functions</u></p> <ul style="list-style-type: none"> • Supporting the Council’s civic role to foster strong relationships between the Council and the community. • Supporting the Town Mayor in the organisation of civic duties. • Operational engagement and establishing partnerships to develop the civic role with community groups including: <ul style="list-style-type: none"> ○ Residents ○ Youth organisations ○ Local voluntary support organisations and not-for-profit groups ○ Local businesses ○ Schools ○ Sports and leisure groups ○ Police liaison and organisations tackling anti-social behaviour. • Fundraising activities for the Mayor’s nominated charity. <p><u>Community events</u></p> <ul style="list-style-type: none"> • Drafting an annual community events programme with defined objectives for approval by Full Council. • Project manage each event detailing key tasks, deadlines and responsibilities, within the agreed scope and budget for the event. • Ensuring that the relevant risk assessments, insurance, food hygiene certificates, health and safety and data protection requirements are identified and managed for each event, especially where external providers are being used. Overall legal responsibility for the event remains with the Council. • Devising an advertising plan to promote each event. • Preparation of an events update report for the relevant Full Council meetings.

	<p><u>General points</u></p> <ul style="list-style-type: none"> • Any major decisions or policy and financial proposals must be ratified by Full Council, as appropriate. • Non-Council Members can be invited by the Committee to join meetings on the basis of their specialist skills or interests.
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Name:	Climate Change – Yateley Climate Action Network
Type & Parent:	Working Group – reports to the Environment Committee
Membership:	At least 4 Members, Officer of the Town Council plus externally appointed residents of the parish based on their specialist skills or interest
Quorum:	3
Terms of Reference:	<p>An outline of the terms of reference is shown.</p> <ul style="list-style-type: none"> • Exploring how the Council can address the causes of climate change both in its own activities and in the community as a whole and make recommendations for action. • Identifying, encouraging and promoting positive community solutions and actions to limit climate change. • Sharing information on climate change to residents. • Creating a climate change action plan covering both the Council and the community. • Any major decisions or policy and financial proposals must be ratified by the Environment Committee or Full Council, as appropriate.

Amendment Record

Version 1: Reviewed by Finance & Policy Committee 19th April 2021
 Agreed by Full Council on 10th May 2021