

WEST MOORS TOWN COUNCIL



TERMS OF REFERENCE

**Adopted by the Council on 26.02.2009
Last Reviewed: 28.07.2022**

GENERAL TERMS OF REFERENCE

APPLICABLE TO ALL COMMITTEES

1. The terms of reference of all committees are subject to the following:
 - a. That powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
 - b. That powers be subject to the Council's Standing Orders and Financial Regulations.
 - c. That any unresolved differences between Committees shall be referred to Full Council for determination.
 - d. That any proposal which involves a change in the existing policies approved by Council, shall be submitted to the Town Council for approval.
 - e. Day to day management of Council matters rest with the Clerk to the Council.
 - f. Urgent/emergency matters may be dealt with as they arise by the Clerk to the Council in consultation with the Chairman of Committee (or in his/her absence the Vice Chairman) and Chairman of Council and reported to the next appropriate Committee or Full Council meeting whichever comes first.
 - g. Committees will bring to the attention of Council any matters which they are aware are being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on West Moors.
 - h. All meetings will normally commence at 7.30 pm and aim to close by 9.30 pm.
 - i. There will be a designated period of public questions and presentations. Such presentations shall be limited to a maximum of three minutes. Members of the public will be able to speak during the meeting at the discretion of the Chairman.
 - j. Committees will consider critical appraisals to minutes/Reports/documentation which from time to time are received from EDDC/Dorset County Council/DAPTC or other bodies which have been brought to Council's attention by the Town Clerk/individual Councillor or member of the public which may have an adverse or beneficial effect on the village of West Moors.

2. 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 their findings/recommendations back to the appropriate Committee or direct to Council as per their remit.

Finance and General-Purpose Committee

Remit

To monitor, oversee and review all matters relating to Council finances and its use of resources, ensuring the efficient and effective management of those resources including land, property and finance making recommendations to Full Council as appropriate.

To advise Council on policies and strategies and consider legislation and consequences thereof upon this council.

To deal with all issues relating to personnel matters, conditions of employment and appointment of staff making recommendations to full council where appropriate.

Constitution

The Constitution of this committee shall be made up of a minimum of 8 members of the Council. The quorum of the committee shall be 4 members.

Attendance at meetings

All members of the council may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless a member of the committee.

Delegated to Committee

- To manage the Council's finances.
- To advise the Council on the budget proposals of all committees and recommend the level of precept to be levied each year.
- To consider matters arising from internal/external auditors reports and where considered necessary make changes to the Councils system of controls.
- To undertake annual risk assessment
- To be responsible for all the Councils insurance matters
- To advise the Council on its Corporate Policies and Strategies
- To recommend to the council changes to Standing Orders, financial regulations, committee structure, constitution and procedures.
- To approve and award grants on behalf of the Council.
- To approve accounts for payment and authorise payments of the Council.
- To manage and oversee all aspects of the Council Close Circuit Television system.
- Consideration of all matters not falling within the province of other committees.
- To oversee the general management of staff by receiving written and verbal reports from the Clerk and in the case of the Clerk from the Chairman of the Council and to make recommendations to the Council where appropriate. (including the monitoring of staff absence)
- To consider annual staff salary reviews and make recommendations to Council.
- Assist with appointment of staff/be involved as required in the interview process.
- To monitor and develop members of staff and review their training needs.
- To keep under review matters relating to health, safety and welfare of all Council employees.
- To monitor the staff appraisal process.
- To monitor/review staff job descriptions, employment contracts, and conditions of employment and make recommendations to Council where appropriate.
- To review the staff structure and make recommendations to Council where appropriate.
- To consult, consider and recommend general staff matters.

Planning Consultative Committee

Remit

As a statutory consultee of the Planning Authority (Dorset Council), to consider all planning applications passed to West Moors Town Council from the Planning Authority and make recommendations upon the suitability of the application.

To monitor Tree preservation orders and tree work.

On behalf of the Town Council make recommendations regarding:

Regional Planning advice

Dorset Council's Local Plan

Planning Structure in West Moors and planning policy in general.

Constitution

The Constitution of this committee shall be made up of a minimum of 8 members of the Council. The quorum of the committee shall be 4 members.

Attendance at meetings

All members of the council may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless a member of the committee.

Delegated to Committee

➤ The Planning Consultative committee are authorised to make binding decisions on behalf of

West Moors Town Council with regard to all aspects of paragraph 1 (remit) provided that in all cases the meeting is quorate.

➤ To consider and reply to correspondence on any of the above matters.

➤ To consider reports from the Town Council tree preservation officer.

➤ To respond on behalf of the Council to planning appeals.

Minute No 17/131 - RESOLVED that West Moors Town Council Planning Consultative committee will not accept additional documents/pictures during public time and will only make a decision based on the material presented to the committee that is already in the public domain on the Planning Portal. Members of the public to be informed that should they have additional information this should be submitted to Planning Authority to ensure it becomes part of the public record.

Environment Committee

Remit

To monitor, oversee and manage all aspects of the Fryer Playing Field, Multi Use Games area, West Moors Cemetery, Petwyn village green and allotments.

To consider all matters relating to footpaths and bridleways as shown on the definitive map.

To consider all matters relating to the management of civic amenities (bus shelters, benches etc.). To consider all matters relating to roads and footpaths within the Town.

Constitution

The Constitution of this committee shall be made up of a minimum of 8 members of the Council. The quorum of the committee shall be 4 members.

Attendance at meetings

All members of the council may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless a member of the committee.

Delegated to Committee

To undertake, within the overall policies and approved budgets of the Council, the following powers, duties and functions:

- To manage, oversee and develop Fryer Playing Field, play areas, Multi Use Games Area, skate park and any other leisure and recreational facilities.
- To manage and oversee the Cemetery.
- To consider Council policy in relation to its statutory obligations as a Burial authority and make recommendations to Council.
- To consider fees and charges for Fryer field, MUGA and Cemetery and make recommendations to Council.
- To maintain and improve public seats and bus shelters.
- To manage and oversee the Park Way car park
- To manage and oversee the public toilets located at Park Way
- To maintain the War Memorial
- To maintain the Petwyn to a high standard.
- To manage and Oversee the Allotments at Gulliver's Farm
- To manage and oversee Festive Decorations
- To consider and recommend to Council actions on: trunk roads, roundabouts, all roads within the Town and public footpaths.
- To consider possible additions to the definitive map for the parish of West Moors.
- To consider matters relating to litter within the Town.
- To manage and control the work of the lengthsman and make recommendations to Council on any matter relating to the lengthsman.
- To prepare the annual budget for the management of services under the remit of the committee and recommend to the Finance and General-Purpose committee.
- To undertake the Council's functions in relation to flooding.
- To consider and reply to correspondence on any of the above matters, within policies laid down by the Council.
- To consider matters delegated by full Council.
- To consider reports from the Town Council footpath liaison officer. To fulfil the Council's statutory functions in relation to provision of allotments and any resulting management function.