



## Credition Town Council – Terms of Reference

### Planning and Town Strategy Committee

- The committee will comprise 8 members.
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee will undertake the following role and functions:
  - To meet monthly
  - To consider and comment on strategic development policies and consultations documents received from other bodies which affect Credition
  - To facilitate greater member focus on town policy development to positively shape the future of Credition
  - Preparation of the Credition Neighbourhood Plan and any subsequent amendments
  - To comment on planning applications referred to the council for comment on behalf of the council
  - To identify and facilitate positive change within the town by working with key stakeholders, local organisation/groups and the whole community
  - Liaise with other bodies regarding highways and traffic management, public lighting, public toilets and public transport
  - To manage general matters affecting the towns heritage, historic environment, and art related activities
  - To actively promote Credition
  - To consider the recommendations of sub-committees or working (advisory) groups under the control of the committee
  - Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council.

### Council Affairs and Finance Committee

- The committee will comprise 8 members.
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee will undertake the following role and functions:
  - To meet monthly
  - To consider the Responsible Finance Officer's reports on annual estimates of income and expenditure (budget) for continuing services and payments of capital expenditure for the next three financial years; and to make recommendations to Full Council on the budget and precept in time for the Full Council meeting to be held in December/January each year

- To consider forward planning and provide recommendations to Full Council for earmarked reserves levels which may include the replacement of equipment, vehicles, buildings and/or specific items of expenditure required in the future in order to lessen the precept burden in any one year
- To ensure Full Council hold adequate general reserves, in line with best practice, to secure future budgets
- To appoint a panel to carry out quarterly internal control checks in line with best practice, legislation and council's duty
- To undertake an annual risk assessment regarding the council's accounting procedure
- To take responsibility for general staffing matters (e.g. health and safety matters, implementing policies etc.)
- To handle recruitment matters
- To consider all matters concerning the council's employees including to issue, vary and terminate employment contracts
- The committee shall be empowered to take decisions and such action as is seen fit to deal with any unforeseen personnel matters which may arise from time to time, including the council's Employer's Duty of Care and Councillor Conduct
- To undertake the line management responsibility of the Town Clerk as the most senior officer of the council
- To carry out the Town Clerk's appraisals
- To handle any informal or formal grievance and initiating any informal or formal disciplinary action in the first instance
- To oversee the training requirements of council staff and councillors
- Make recommendations to the council on new areas of policy and procedures
- To manage, review and amend as necessary the council's policies, procedures and protocols
- To recommend changes to the council's Standing Orders, Financial Regulations, Scheme of Delegation and Terms of Reference
- To oversee the provision of Youth Work
- Oversee the council's insurance arrangements
- Oversee any legal proceedings
- Overseeing electoral matters
- Managing the council's publicity and public relations
- Managing the council's risk management practices and procedures
- Oversee civic events such as Remembrance Parade, Beacon Lighting etc
- Overseeing council's involvement in any Twinning arrangements
- To scrutinise, when required, council activities and decisions
- To consider the recommendations of sub-committees or working (advisory) groups under the control of the Council Affairs and Finance Committee
- Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council.

## Community and Environment Committee

- The committee will comprise 8 members.
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee will undertake the following role and functions:
  - To meet every six weeks
  - To make recommendations to the council on the formulation of any policy or strategy in relation to the discharge of the allotments function
  - To make recommendations to the council on the resources necessary to discharge the open space and allotment functions
  - To discharge all other aspects of the allotments function in accordance with relevant legislation, any policy or strategy relating to the function approved by the council, and within the budget provision made by the council
  - To co-ordinate the provision of floral displays within Crediton
  - To co-ordinate community engagement relating to the committee on an annual basis
  - To actively seek out sponsorship and funding for open spaces to enable projects to progress
  - To identify opportunities to promote public open spaces within the town and encourage people to visit Crediton
  - To encourage recreational, social and educational activities at public open spaces within the town
  - To encourage the community to become involved in the planting and maintenance of public open spaces within the town and in particular the Peoples Park wildlife area
  - To consider the recommendations of sub-committees or working (advisory) groups under the control of the Community and Environment Committee
  - To be responsible for the maintenance (internal and external) and to oversee all assets and property (council owned and leased)
  - To make recommendations to the council on the formulation of any policy or strategy in relation to council owned or leased open spaces
  - To develop and maintain a rolling five year planned maintenance programme for all property and assets
  - To manage projects funded by Earmarked Reserves as approved by Full Council.
  - To determine strategy for income producing council assets
  - To manage relevant contracts as required
  - Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by Full Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council.

### Climate Emergency Committee

- The committee will comprise 6 members.
- The quorum of the committee shall be 3 members.
- The committee will report directly to Full Council and will undertake the following role and functions:
  - To meet every six weeks
  - To review policies for achieving low carbon/carbon neutral operations and sustainability
  - To look at the town council's own practices in relation to Climate Change
  - To investigate how to favour sustainable contractors as part of a phased process
  - To work with partners, community groups and organisations to support them in improving their own carbon credentials
  - To provide outreach and facilitation services to support the community in reducing its carbon footprint
  - To provide further information through the council's website and newsletters.

### Christmas in Crediton Sub-Committee

- The sub-committee will comprise 4 members together with representation from the local community, including local groups, organisations and individuals.
- The quorum of the sub-committee shall be 3 members.
- The sub-committee will report directly to the Planning and Town Strategy Committee.
- The sub-committee will adopt an enabling role where possible, drawing together the expertise of the various groups/organisation/individuals to the benefit of the community, event and or project.
- All members of the committee may vote, including non-council members.
- The committee will undertake the following role and functions:
  - To co-ordinate and facilitate a Christmas Light Switch-on Event on an annual basis
  - To co-ordinate and facilitate christmas illuminations in Crediton
  - To actively seek out sponsorship and funding for the events
  - To identify opportunities to promote the christmas events and encourage people to visit Crediton
  - To enable the provision of entertainment in the Town Square on an annual basis in order to bring the whole community together
  - The Committee will meet approximately 8 times per year.

### Grants Sub- Committee

- The sub-committee will comprise 5 Members.
- The quorum of the sub-committee shall be 3 Members.
- The sub-committee will report directly to the Council Affairs and Finance Committee and will undertake the following role and functions:
  - To review the council's Grants Policy and make recommendations for any amendments to the Council Affairs and Finance Committee

- To consider grant applications and make recommendations to the Council Affairs and Finance Committee, in accordance with policy
- The sub-committee will meet 3-4 times per year.

### Parish Paths Sub-Committee

- The sub-committee will comprise 4 members of Crediton Town Council together with representation from the local community, including local groups, organisations and individuals.
- The quorum of the sub-committee shall be 3 members.
- The sub-committee will report directly to the Community and Environment Committee.
- The sub-committee will adopt an enabling role where possible, drawing together the expertise of the various groups/organisation/individuals to the benefit of the community, event and/or project.
- All members of the sub-committee may vote, including non-council members.
- The sub-committee will undertake the following role and functions:
  - To arrange works when necessary to maintain Crediton's footpaths
  - To co-ordinate regular surveys of the footpaths within Crediton
  - To identify opportunities to promote Crediton's footpaths and encourage people to visit Crediton
  - The sub-committee will meet 3 times per year.

### Emergency Committee

- The committee will comprise 4 members.
- The quorum of the committee shall be 2 members.
- The committee shall undertake the following roles and functions:
  - This committee will only meet in times of sudden local or national disaster or emergency, and then shall act with the full powers of the council.