



Credition Town Council – Terms of Reference

Town Strategy Committee

- The Committee will comprise 8 Members.
- The quorum of the Committee shall be 4 Members.
- The Committee will undertake the following role and functions:
 - To meet monthly;
 - To oversee all Council owned and leased property (i.e. buildings);
 - To consider and comment on strategic development policies and consultations documents received from other bodies which affect Credition Town;
 - To facilitate greater member focus on town policy development in order to positively shape the future of Credition;
 - Preparation of the Credition Neighbourhood Plan;
 - 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 the Town.

Council Affairs Committee

- The Committee will comprise 8 Members.
- The quorum of the Committee shall be 4 Members.
- The Committee will undertake the following role and functions:
 - To meet bi-monthly;
 - To determine the resource requirements of the Council and make recommendations to Council including land and property, employees and contracts;
 - 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 Clerk as the most senior Officer of the Council;



- To carry out the 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 Council Policy & Procedures;
- To manage, review and amend as necessary the Council's policies, procedures and protocols;
- Recommending changes to the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Terms of Reference;
- 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.

Environment Committee

- The Committee will comprise 8 Members.
- The quorum of the Committee shall be 4 Members.
- The Committee will undertake the following role and functions:
 - To meet bi-monthly;
 - To oversee all Council owned and leased open spaces (parks, gardens and play areas);
 - To make recommendations to the Council on the formulation of any policy or strategy in relation to Council owned or leased open spaces;
 - 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 Credition Town;
 - To co-ordinate the Floral Credition Competition on an annual basis;
 - To consider new ways of promoting Floral Credition and encouraging the whole community to participate;
 - To actively seek out sponsorship and funding for Floral Credition;
 - To identify opportunities to promote Floral Credition and public open spaces within the town and encourage people to visit Credition;



- 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 actively seek out sponsorship and funding to enable projects to progress .

Christmas in Credition Sub-Committee

- The Sub-Committee will comprise 4 Members of Credition 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 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 Parade and Christmas Light Switch-on Event on an annual basis;
 - To co-ordinate and facilitate Christmas illuminations in Credition Town;
 - To actively seek out sponsorship and funding for the events;
 - To identify opportunities to promote the Christmas events and encourage people to visit Credition;
 - 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 Town Strategy Committee and will undertake the following role and functions:
 - To review the Council's Grant's Policy and make recommendations for any amendments to the Town Strategy Committee;
 - To consider Grant applications and make recommendations to the Town Strategy Committee, in accordance with the Council's Grants Policy;
 - The Committee will meet 3-4 times per year.



Parish Paths Sub-Committee

- The Sub-Committee will comprise 4 Members of Credition Town Council together with representation from the local community, including local groups, organisations and individuals.
- The quorum of the Committee shall be 3 Members.
- The Sub-Committee will report directly to the 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 Credition's footpaths;
 - To co-ordinate regular surveys of the footpaths within Credition;
 - To identify opportunities to promote Credition's footpaths and encourage people to visit Credition;
 - The 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.