

FINANCE AND GOVERNANCE COMMITTEE

Type

Standing Committee

Purpose

The purpose of this Committee is to carry out the functions relating to financial management and the oversight functions of staffing in conjunction with the Town Clerk. The committee is not responsible for day to day management of the staff, but to receive assurance from the Town Clerk and other line managers that appropriate policies and procedures are being followed.

The matters referred to this Committee are:

- Financial Management
- Staffing including capability, discipline and grievances
- Information Management
- Grants and Fundraising
- Engagement and Communications

Delegated Powers and Responsibilities

To make recommendations to Full Council following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person and following the Council's approval for the Town Clerk to implement such decisions.

Membership

Membership will be appointed by the Council and to be at least three and no more than 7 councillors plus the Town Mayor as ex-officio. The quorum for the committee will be three or a third whichever is the greater.

The committee will elect its own Chair and Vice Chair.

All councillors may attend and contribute to the meeting of the committee but only those members appointed to the committee by the Council may vote on resolutions.

Frequency

Monthly, as determined by the Council and the Town Clerk

Operations

The committee will act in accordance with the Standing Orders and Financial Regulations adopted by the Council. An officer delegated by the Proper Officer of the Council will support the Committee. The agenda will be published three clear working days in advance of the meeting. Only committee members may vote on a resolution.

EVENTS AND PLANNING COMMITTEE

Type

Standing Committee

Purpose

The purpose of this Committee is to carry out the functions relating to events, tourism and planning.

The matters referred to this Committee are:

- Events and Festivals
- Marketing and Branding
- Planning and Enforcement
- Economy and Regeneration (town wide)
- Tourism and Tourist Information
- Heritage, Arts & Culture

Delegated Powers and Responsibilities

To have delegated authority and to spend within agreed budget following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person to deal with all matters as referred to the Committee.

Membership

Membership will be appointed by the Council and to be at least three and no more than 7 councillors plus the Town Mayor as ex-officio. The quorum for the committee will be three or a third whichever is the greater.

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OPERATIONS AND DEVELOPMENT COMMITTEE

Type

Standing Committee

Purpose

The purpose of this Committee is to carry out the functions relating to Council managed assets, buildings, land, services. To oversee new development opportunities for the Council and to review organisational policies, strategy and any transfer of service requests.

The matters referred to this Committee are:

- Recreation and Playgrounds
- Toilets
- Playing Fields and Open Spaces
- Street Furniture
- Street Scene
- Gardens and Flower Beds
- Market
- Equipment / Plant and Vehicles
- Buildings and Property
- Development of New Projects
- Strategy, Policy & Transfer of Services

Delegated Powers and Responsibilities

To make recommendations to Full Council following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person and following the Council's approval for the Town Clerk to implement such decisions.

Membership

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Frequency

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Operations

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Terms of Reference – Option B (updated after SPD)

Council will support the Committee. The agenda will be published three clear working days in advance of the meeting. Only committee members may vote on a resolution.

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HEALTH AND SAFETY COMMITTEE

Type

Advisory

Purpose

The purpose of this Committee is to carry out the functions relating to health and safety across the Council.

Delegated Powers and Responsibilities

To make recommendations to Full Council and other committees following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person and following the Council's approval for the Town Clerk to implement such decisions.

Membership

Membership will be appointed by the Council and to be at least three and no more than 7 councillors plus the Town Mayor as ex-officio. The quorum for the committee will be three or a third whichever is the greater.

The committee will elect its own Chair and Vice Chair.

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Frequency

Quarterly, dates fixed by the Town Clerk

Operations

The committee will act in accordance with the Standing Orders and Financial Regulations adopted by the Council. An officer delegated by the Proper Officer of the Council will support the Committee. The agenda will be published three clear working days in advance of the meeting. Only committee members may vote on a resolution.

AUDIT COMMITTEE

Type

Advisory

Purpose

The purpose of this Committee is to carry out the functions relating to audit and risk management across the Council.

Delegated Powers and Responsibilities

To make recommendations to Full Council and other committees following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person and following the Council's approval for the Town Clerk to implement such decisions.

Membership

Membership will be appointed by the Council and to be at least three and no more than 7 councillors plus the Town Mayor as ex-officio. The quorum for the committee will be three or a third whichever is the greater.

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