

## **REMIT OF COUNCIL, COMMITTEES & SUB-COMMITTEES**

Adopted July 2016 to be reviewed July 2017

### **1. COUNCIL**

The following matters shall be reserved for decision by the Council itself.

- 1.1 To Appoint those Officers as deemed necessary: Chief Executive, Proper Officer and by law, the Responsible Financial Officer of the Council. (These duties may be fulfilled by one individual – the Chief Executive)
- 1.2 To provide guidance to the Council Committees in Autumn of each year with regard to what would be considered an acceptable Precept amount for the forthcoming year so that they may facilitate budgetary discussions.
- 1.3 To agree the Precept request to be made to Cotswold District Council.
- 1.4 The compilation of a 'rolling' financial five year plan which will allow for the provision of a 'General Reserve' as devised in the first instance by the F&S Committee and agreed by Full Council.
- 1.5 Borrowing money.
- 1.6 Making, amending or revoking Standing Orders including Financial Regulations.
- 1.7 Making, amending or revoking Bye Laws.
- 1.8 Making of orders under any statutory powers.
- 1.9 Important matters of principle or policy which have been referred directly by committees or officers.
- 1.10 Prosecution or defence in a court of law.
- 1.11 The approval of a Lottery Scheme.
- 1.12 Nomination or appointment of representatives of the Council on another authority, organisation or body.
- 1.13 New undertakings.
- 1.14 Nominations or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those specific to a committee.

### **2. COMMITTEES AND SUB-COMMITTEES**

Subject to further provisions of these Powers and Duties, Committees shall be empowered to exercise and perform on behalf of and in the name of and without further reference to the Council, all powers and duties of the Council in relation to:-

- 2.1 The matters specified, for Committees in their respective powers and duties, or for Sub-Committees, in their respective minute of appointment or other minute defining their powers.
- 2.2 Those matters which naturally fall within their jurisdiction as indicated by their respective titles and which are not contained in the duties and powers of any other Committee nor reserved for the Council.
- 2.3 Any other matter which may be delegated to it by the Council from time to time.
- 2.4 The acts of Committees and Sub-Committees shall be in accordance with the Standing Orders (including the Financial Regulations) and where applicable other rules, regulations, schemes, statutes, Byelaws or orders made and with any directions given by the Council from time to time.
- 2.5 Whilst not exhaustive, the attached Schedules give examples of the matters delegated to the Committees of the Council, in accordance with the above.
- 2.6 Committees may appoint sub-committees with specific terms of reference.

### **3. REMIT OF THE HERITAGE & REGENERATION COMMITTEE**

***The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.***

- 3.1 To play a **major** role in formulating a Vision for Tetbury with an emphasis on public consultation, thereby developing, promoting and actively supporting a strategy for Tetbury as a Market Town via the Market Towns Forum and Market Towns initiative.
- 3.2 To promote a sustainable level of tourism in the town through the efficient utilisation of the Tourist Information Centre and modest marketing.
- 3.3 To produce the Tetbury Accommodation guide as appropriate.

- 3.4 To ensure that the needs of the Community and that of the Council are met by formulating and producing a Town Plan/Design Statement.
- 3.5 To liaise with and actively support all groups promoting the Town, e.g. The Feoffees, Chamber of Commerce, Tetbury and Britain-in-Bloom Committees, Antique dealers Association, Civic Society, Twinning Society and Flower Show Committee. **(Grant Applications to be addressed by Finance Committee.)**
- 3.6 To annually prepare and present forthcoming projects ideas and their budgetary cost to the Finance Committee by October in readiness for budgetary discussions by the Finance Committee.
- 3.7 The Committee is empowered to incur expenditure where it has allocated budget provision. It must ensure that such projects stay within the agreed **pre-set budgetary limit**. The Heritage & Regeneration Committee may apply in the first instance to the Finance and Scrutiny Committee for a 'virement'\* from General Reserves to fund further Community Projects during the course of the financial year. If then agreed by the Finance Committee, sanction for such a 'virement' from 'General Reserves' will be required from the Town Council and as such must be sought **prior** to any form or undertaking in relation to a said project being made.
- 3.8 To ensure effective maintenance of all parks, green spaces and play areas over which the Council has jurisdiction, whilst continuing to ensure that the sporting and recreational needs of the town are pursued and proper and relevant facilities are provided for all ages.
- 3.9 The provision of litter bins (as required) and ensuring the continuation of such service.
- 3.10 The maintenance of the closed churchyards at St. Mary the Virgin & St. Mary Magdalen, and St Saviour's Church Tetbury, together with the maintenance, management and provision of additional Burial Ground in Tetbury.
- 3.11 The provision and maintenance of public seating and bus shelters, including those on the highway.
- 3.12 To work in conjunction with local education authorities for the promotion and provision of education at all levels for the town's population.
- 3.13 The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
- 3.14 The Committee may vote, at its discretion, on items which are brought to its attention as agenda items.

#### **4. REMIT OF THE PLANNING COMMITTEE**

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 4.1 Make observations, to the Planning Authorities on all planning applications received.
- 4.2 Liaise with the Planning Authorities with regard to possible infringements of planning regulations.
- 4.3 To lead the formulation of a Neighbourhood Development Plan and also co-ordinate a response to consultations on the Regional Spatial and Economic Strategies, the Local Development Framework, County Minerals and Waste Plan, Local Transport Plan and other elements of the Local Development Framework and to take responsibility for general Housing with emphasis on low cost and affordable housing and to liaise with housing authorities to ensure this comes about. These responses should then be recommended to Full Council.
- 4.4 The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
- 4.5 The Committee is empowered to incur expenditure where it has an allocated budget provision.
- 4.6 Provision is also made for decisions to be taken under S101 Delegated Powers to the Chief Executive in conjunction with the Planning Chairman and one other Committee Member when it is apparent that time constraints have been imposed or when a decision is required from the Town Council prior to the next Planning Committee Meeting taking place.

#### **5. REMIT OF THE FINANCE AND SCRUTINY COMMITTEE**

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 5.1 Financial management including the collation of committee budgets. The F&S Committee will present to Full Council each January, a recommendation regarding the forthcoming budget and estimated Precept demand for which Full Council approval will then be sought.
- 5.2 Legal Services.
- 5.3 Financial procedures which are to include: internal 'in-house' audit checks and Internal/External Audits as implemented by RFO.
- 5.4 Distribution of the Council's Grants and help to groups with external grant applications

- 5.5 The provision of office services and supplies (including Computer Hardware & Software) as deemed necessary by the Chief Executive (and ordered by the Chief Executive).
- 5.6 Annual provision for training for both Councillors & Employees.
- 5.7 Business and Health & Safety Risk Assessment and Insurances.
- 5.8 To assist the Chief Executive in the appointment of Council staff and to consider all related Human Resource matters as raised by the Chief Executive in conjunction with Tetbury Town Council's Terms & Conditions of Employment which forms part of all employees Contract of Employment/Job Description/Personal Specification. Copy issued to each individual Council employee.
- 5.9 To assess staff performance levels regularly and to award performance/project bonus incremental payments accordingly.
- 5.10 Emergency Procedure and Disaster Plan for the Council.
- 5.11 To bring forward proposals for the ongoing development of these services.
- 5.12 The Committee can appoint Sub-Committees which are only empowered to make recommendations to the Committee.
- 5.13 The Committee is empowered to incur expenditure where it has allocated budget provision.
- 5.14 The monthly approval of Council payments schedules for TTC & TIC. Approved Payments Schedules will still be sent to all Councillors for information.

## **6. WORKING GROUPS**

Tetbury Town Council will address the need for Working Groups/Sub Committees etc as is deemed necessary. Working Groups have no voting powers that relate to the Town Council's business, and as such, any agreed recommendations reached by such a party will require the sanction of either Full Council or the relevant committee who have bestowed delegated power in such matters.

## **7.1 REMIT OF THE HIGHWAYS**

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 7.11 Liaising with the Highway Authorities on all matters relating to the highway, including reporting of potholes, signage faults, dropped kerbs, footway repairs and other maintenance issues.
- 7.12 Promotion of additional highway safety measures such as traffic calming and speed limits.
- 7.13 Liaison with Gloucestershire County Council and Natural England with regard to public rights of way, National Trails and Access Land proposals.
- 7.14 Liaising with the County Councils and service providers with regard to the provision of public transport services including buses, rail services and community transport.
- 7.15 The maintenance of trees on the public highway provided by the council and liaison with other providers regarding their maintenance.
- 7.16 The provision of street lighting and the promotion of street lighting schemes in conjunction with the highway authority.
- 7.17 To bring forward proposals for the ongoing development of these services.
- 7.18 The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
- 7.19 The Committee is empowered to incur expenditure where it has allocated budget provision.

### *Foot Note*

*Members will be provided with Agendas/Minutes of all Committees and may attend any/all Committee or Sub Committee meetings if they so choose, and if attending may be given the opportunity by the Chairman to either make comment or allowed at the Chairman & Committee Members' discretion to join in any debate. Only those members 'elected' to a Committee will have a voting right.*