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REMIT OF COUNCIL, COMMITTEES AND WORKING GROUPS

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Approved at Annual Meeting of the Council – Monday 19th May 2025





Council	2
Committees and Working Groups	3
Working Practices and Officer Support	4
Working Groups	4
Remit of Heritage, Environment and Community	5
Remit of Planning	7
Remit of Finance and Scrutiny	8
Remit of Highways Working Group	9
Remit of Climate Strategy Working Group	10
Remit of Heritage, Environment & Community Working Group	11
Remit of the Car Parking Working Group	11

## **1. COUNCIL**

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

- 1.1 To Appoint those Officers as deemed necessary: CEO, Proper Officer and by law, the Responsible Financial Officer of the Council. (These duties may be fulfilled by one individual – the CEO).
- 1.2 To provide guidance to the Council Committees in Autumn of each year with regards 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 at the January meeting of the Council.
- 1.4 Borrowing money.
- 1.5 Making, amending, or revoking Standing Orders including Financial Regulations.
- 1.6 Making of orders under any statutory powers.
- 1.7 Important matters of principle or policy which have been referred directly by Committees or Officers.
- 1.8 Prosecution or defence in a court of law.
- 1.9 The approval of a Lottery Scheme.
- 1.10 Nomination or appointment of representatives of the Council on another authority, organisation or body.
- 1.11 New undertakings.
- 1.12 Nominations or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those specific to a committee.
- 1.13 In line with our objectives within the Neighbourhood Plan, the Council should encourage community facilities that will facilitate and encourage community engagement and cohesion.
- 1.14 A full annual report to be received from the Trustees of the Good Shed at the end of the financial year to observe that suitable space for performance arts and other cultural activities has been provided and for the Trustees to advise the upcoming books for the year ahead.
- 1.15 The Council will promote a flourishing local economy.
- 1.16 The Council will promote a high standard of leisure and sports provision which will serve the whole community and keep people fit and active into old age.

- 1.17 The Council will promote provision of infrastructure including medical and educational provision which will be promoted and supported wherever possible so that Tetbury has efficient and caring services to meet the growing modern community.
- 1.18 To receive quarterly budget updates from the Finance & Scrutiny Committee.

## **2. COMMITTEES AND WORKING GROUPS**

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 Working Groups, 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 Working Groups 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 Working Groups with specific terms of reference. The Council has resolved that no Sub-Committee may have executive authority, they may only make recommendations to their parent Committee or the Council.
- 2.7 Once the specified matters of the working group have been met or the working group are restricted in completing these matters, the working group will be dissolved by the Council.

## **Working Practices and Officer Support**

The following is not part of the Committee's Remit or Terms of Reference but covers its expected Working Practices and needs for Officer Support:

- (i) The Committee shall be scheduled to meet five times per annum ('Ordinary Meetings'), every other month, with an allowance for no more than two Extraordinary Meetings per annum should urgent business require.
- (ii) The Working Group shall meet every other month between the monthly meetings of the Committee.
- (iii) The Committee will look to apply for funding from the precept, lottery funding and sponsorship whilst applying for special project support from large local businesses.
- (iv) The Council will provide Committee support for the Ordinary Meetings of the Committee and for any Extraordinary Meetings (maximum of six meetings in total).
- (v) No officer support will be given to any Working Groups

## **WORKING GROUPS**

Tetbury Town Council and its Committees will address the need for Working Groups etc as is deemed necessary. Working Groups have no voting powers that relate to the Town Council's business, they do not have executive authority and they have no budget unless specifically delegated. As such, any recommendations for work or action agreed by Working Groups will require the sanction of the Council or the relevant Committee which has created the Working Group.

### **3. Remit of the Heritage, Environment and Community Committee**

At the first meeting following the Annual Meeting of the Council, the first two agenda items will be to elect a Chair and Vice Chair.

The Committee shall be empowered to exercise and perform on behalf of the Council all powers and duties relating to the areas below, which are not exhaustive.

#### **Heritage, Environment, and Infrastructure**

3.1 Town signage and street furniture, including bus shelters, litter bins, and benches.

3.2 Commemorative policy.

3.3 Maintenance of Tetbury Town Council-owned buildings and open spaces, including the Old Court House and designated land as per the Open Spaces policy.

3.4 Environmental enhancement projects and sustainability initiatives.

3.5 Enhancing and celebrating the historic fabric and heritage of the town.

3.6 Overseeing the Visitor Information Centre and promoting tourism in Tetbury.

3.7 Maintenance of the closed churchyard at Saint Mary the Virgin and Saint Mary Magdalen, and the burial ground at Saint Saviours.

3.8 Annual review of burial regulations and upkeep of burial sites.

3.9 Inspection and policy oversight for headstones, memorials, and kerbstones at Saint Saviours burial ground.

3.10 Highways matters, including street lighting and traffic management, in collaboration with Gloucestershire County Council.

3.11 Support for walking and cycling initiatives to improve accessibility and sustainability.

3.12 Street naming.

3.13 Management of the Winter Plan in consultation with Gloucestershire County Council.

3.14 Organisation of Events and town bunting.

#### **Community Engagement**

3.15 Promoting health and wellbeing initiatives for all age groups.

3.16 Supporting and coordinating youth services, including working with local schools, charities, and community groups.

3.17 Developing and maintaining a town directory on the Town Council website for easy access to services.

3.18 Acting as a focal point for health, wellbeing, and youth-related projects and networking.

3.19 Liaising with local businesses and national bodies for funding health, wellbeing, and youth projects.

3.20 Collaborating with police, social services, the NHS, and other relevant organisations to address community health and safety concerns.

3.21 Coordinating school holiday provisions and supporting various youth projects.

3.22 Supporting and engaging with local health, wellbeing, and youth organisations serving Tetbury and surrounding areas.

3.33 Coordinating Christmas incentives for residents of Tetbury

### **Committee Operations and Budgeting**

3.34 The Committee may appoint sub-committees or working groups to support specific areas, with the authority to make recommendations to the Committee or Full Council.

3.35 The Committee is empowered to incur expenditure where an allocated budget provision exists and must report financial updates quarterly.

3.36 Officers may apply for grant funding and items relevant to the Committee's scope if deadlines occur before the next scheduled meeting.

3.37 Health & Wellbeing, Climate, Highways, and Car Parking working groups report to this Committee.

3.38 Meetings are typically held monthly at Tetbury Library at 7 PM unless otherwise stated.

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

At the June meeting of the Planning Committee, the first two agenda items will be to elect a Chair and Vice Chair.

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 and licensing applications received, with reference to relevant national and local policies and in particular the approved Tetbury and District Neighbourhood Development Plan.
- 4.2 Liaise with the Planning Authorities with regards to possible infringements of planning regulations.
- 4.3 To monitor adherence to the approved Tetbury and District 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 the Council.
- 4.4 Provision is also made for decisions to be taken under S101 Delegated Powers to the CEO in conjunction with the Planning Chairman and one other Committee Member (preferably the Vice Chair) 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.
- 4.5 In line with our objectives within the Tetbury and District Neighbourhood Development Plan, the Committee will request that affordable homes will be provided that offer a range of tenure types to suit evidenced local need and will be well integrated into new housing development.
- 4.6 New housings sites will provide the CDC housing allocation and provision to reflect the type of dwelling in local demand.
- 4.7 To take into account the net carbon tool kit when commenting on planning applications.
- 4.8 Councillors to attend meetings on behalf of the Council once they have been appointed by the Committee.

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

At the June meeting of the Finance and Scrutiny Committee, the first two agenda items will be to elect a Chair and Vice Chair.

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 Committee will present to the Council no later than its meeting in November its recommendations regarding the forthcoming Budget and estimated Precept demand. Following the Full Council meeting in December a public consultation meeting will be held in January for our residents to make observations on the budget and precept request.
- 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 To scrutinise all grant requests over £500 before going to the relevant committee to approve/decline in accordance with the Council's grants policy.
- 5.5 The provision of office services and supplies (including Computer Hardware & Software) as deemed necessary by the CEO (and ordered by the CEO).
- 5.6 Annual provision for training for both Councillors and employees.
- 5.7 Business and Health & Safety Risk Assessment and Insurances.
- 5.8 To assist the CEO with producing the contract of employment/job description/personal specification, and for one of the committee members to participate in the interviews for CEO, EO, Grounds Foreman and Reception roles.
- 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. After training to carry out an emergency plan scenario before the end of the Council 2023-27 term.
- 5.11 To bring forward proposals for the ongoing development of these services.
- 5.12 The Committee can appoint Working Groups 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 payment schedules for the Council and the Visitor Information Centre.
- 5.15 The periodic review of all Council Policies, which may need to be referred to the Council for final approval if deemed 'important' (see Council Remit Item 1.7).

- 5.15 When required by reason of urgency, the Committee may exercise all functions of the Council with the exception of those decisions which legislation requires to be made solely by the Council. If such decisions are to be made, all members of the Council shall be notified of the circumstances.
- 5.16 Councillors to attend meetings on behalf of the Council once they have been appointed by the Committee.
- 5.17 To provide Full Council with quarterly financial reports.
- 5.18 To review and scrutinise each committee's budget on a monthly basis to review the spends against the budget and to encourage action to be taken to meet the objectives agreed when setting the budget.

## **6. REMIT OF THE HIGHWAYS WORKING GROUP**

The Highways Working Group has no executive authority, but it may exercise and perform the following duties and powers on behalf of the Council, which are not exhaustive.

The Highways Working Group to report into the Heritage, Environment and Community Committee on all updates following their bi-monthly meetings.

- 6.1 Liaising with the Highway Authorities on all consultation matters relating to the highway, including reporting of potholes, signage faults, dropped kerbs, footway repairs and other maintenance issues.
- 6.2 Promoting additional highway safety measures such as traffic calming and speed limits.
- 6.3 Liaising with Gloucestershire County Council and Natural England with regards to Public Rights of Way, National Trails and Access Land proposals.
- 6.4 Liaising with the County Council and service providers with regards to the provision of public transport services including buses, rail services and community transport.
- 6.5 Making recommendations with regards to the maintenance of trees on the public highway provided by the Council and liaison with other providers regarding their maintenance.
- 6.6 Making recommendations with regards to the provision of street lighting and the promotion of street lighting schemes in conjunction with the highway authority.
- 6.7 Making recommendations with regards to proposals for the ongoing development of those services.
- 6.8 Councillors to attend meetings on behalf of the Council once they have been appointed by the Committee.

## **7 REMIT OF THE CLIMATE STRATEGY WORKING GROUP**

The Climate Strategy Working group has no executive authority, but it may exercise and perform the following duties on behalf of the Council, which are not exhaustive.

The Climate Strategy Working Group to report into the Heritage, Environment and Community Committee on all updates following their monthly meetings

- 7.1 The aim of the group is to implement a strategy and action plan that will reduce harmful emissions, reduce the carbon footprint of the town and prioritise environmental improvements to enable the Town to make a real contribution to tackling climate change.
- 7.2 We will work with Gloucestershire County Council, Cotswold District Council (both of whom have declared climate emergencies) and members of Greening Tetbury to ensure the Town Council is at the forefront of this initiative.
- 7.3 We will Work with the Climate Emergency Manager at Cotswold District Council to introduce climate-friendly working practices and review our internal strategies and polices, including the Tetbury and Tetbury Upton Neighbourhood Plan, to secure a net carbon zero target.
- 7.4 We will finalise an action plan that will:
  - provide greater clarity and ambition on planning for renewable energy generation and storage, housing energy efficiency, green infrastructure, sustainable drainage and low-carbon transport solutions;
  - ensure the unique urban and green landscape within the town and beyond will be protected and enhanced in line with the ethos of the Cotswold AONB;
  - promote sustainable travel and safe, direct and enjoyable links for walking and cycling to the town centre and other key attractions;
  - provide training to all council employees and councillors to ensure climate change considerations are taken into consideration in all aspects of decision-making and work including the use of carbon neutral vehicles.

Current work includes:

- Working with CDC on the location of electric charging points;
  - Working with the Cotswolds Conservation Board to introduce wildflower verges;
  - Working with Greening Tetbury to promote good practice, energy saving tips and making Tetbury a plastic free town.
- 7.5 Councillors to attend meetings on behalf of the Council once they have been appointed by the Committee.

## **8. REMIT OF THE HERITAGE, ENVIRONMENT AND COMMUNITY WORKING GROUP**

The Heritage, Environment and Community Working Group has no executive authority, but it may exercise and perform the following duties and powers on behalf of the Council, which are not exhaustive.

- 8.1 Liaise and work in partnership with organisations and groups based in Tetbury and the surrounding villages, working to develop services for adults of all ages (18+)
- 8.2 Develop and expand membership of the Working Group, ensuring a wide-ranging representation of the community.
- 8.3 Promote services offered and available throughout the community.
- 8.4 Make recommendations to the Heritage, Environment and Community Committee for consideration, including any funding required.
- 8.5 Councillors to attend meetings when representing the Council on behalf of the Committee when appointed.

## **9. REMIT OF THE CAR PARKING WORKING GROUP**

The Car Parking Working Group has no executive authority, but may exercise and perform the following duties and powers on behalf of the Council, which are not exhaustive:

The Car Parking Working Group to report into the Heritage, Environment and Community Committee on all updates following their ~~monthly~~ meetings

- 9.1 To raise awareness of the significant issues surrounding parking in Tetbury especially with Cotswold District Council and Gloucestershire County Council;
- 9.2 To promote and encourage alternative means of transport (such as walking, cycling, public transport) to reduce the demand for the use of cars and, hence, parking spaces;
- 9.3 To seek to secure additional parking spaces in Tetbury for use by residents, businesses/their employees and tourists;
- 9.4 To seek to secure a review of parking by Gloucestershire County Council in the foreseeable future and collect evidence to support the review;
- 9.5 To encourage residents to rent out their driveway using national organisations;
- 9.6 To implement the outcomes of a review of car parking signage to facilitate parking.