



Cranbrook Town Council Committee Terms of Reference

for:

Amenities Committee (page 1)

Finance and Personnel Committee (pages 2-4)

& Planning Committee (page 5)

Amenities Committee

The Town Clerk or Executive Assistant is to administer the Committee and undertake any correspondence required.

Terms of Reference:

1. The committee shall have delegated powers to make representations to the appropriate authority / body in respect of the provision and maintenance of infrastructure, street furniture, public open space and street art.
2. It will monitor the maintenance of street furniture and ensure which it is in accordance with the design guide.
3. It will monitor the maintenance of play areas, public open space, amenity areas and other assets.
4. It will monitor the maintenance of utilities infrastructure.
5. It will make recommendations to full Council for the purchase and maintenance of street furniture owned by the Town Council.
6. It will make recommendations to full Council for budget allocations relating to its work.
7. It will undertake the administration, management and maintenance of public open spaces, play areas, buildings and any other property in the ownership of the Town Council.
8. It will undertake functions as required by working with other bodies on matters such as highways, footpaths, street scene, street furniture, public open space, and landscaping.
9. Its membership will be six councillors appointed annually and a quorum of three.
10. To meet as required with the agenda to be published three clear days in advance of the meeting. Minutes will be taken and presented at the subsequent full Council meeting.
11. Members of the Committee may vote on resolutions put to it. All Councillors may attend and contribute to the meeting.

Finance and Personnel Committee

The Responsible Financial Officer will service the Committee and undertake any correspondence required.

Terms of Reference:

1. The Finance and Personnel Committee to act in accord with the Financial Regulations adopted at the Cranbrook Town Council (CTC) Annual Meeting.
2. To have delegated powers to pay invoices already agreed by a Council minute such as:
 - i. salaries
 - ii. rent
 - iii. stationery
 - iv. postage
 - v. telephone or any other utility
 - vi. maintenance contracts already resolved by Council
 - vii. project contracts already resolved by Council
3. To have delegated power to authorise and make expenditure of up to 50% of the emergency repair expenditure limit (ex VAT) in any 4 week period.
4. To have delegated powers to approve grant applications within agreed budget levels as set out in Financial Regulations section 5.8.
5. To prepare and present to CTC details of financial business such as:
 - i. budget
 - ii. precept
 - iii. results of monitoring income and expenditure quarterly in relation to budget.
6. To review the following and present findings, actions and recommendations to Council on:
 - i. subscriptions
 - ii. estimates for project work
7. To appoint an independent, appropriately qualified person to act as internal auditor as required by the accounts and audit regulations and to report at least annually to the Council.
8. To liaise with the internal auditor.
9. To review & manage CTC emergency protocols.
10. To determine and recommend, policies and procedures for the line management of Council personnel.
11. To undertake reviews of the working practices of the Council and to make recommendations to Full Council.

12. To determine staffing levels and positions required to efficiently discharge the work of the Council and to review workloads periodically.
13. To agree job descriptions and skills requirements for all positions and to oversee the advertisement, selection, interview and appointment of personnel.
14. To ensure recruitment procedures meet both the needs of the job and those of CTC.
15. To promote the continuous professional development and training of both personnel and councillors.
16. To oversee and agree the appraisal of all Council personnel.
17. The line management of the Town Clerk is overseen by the Chairperson and Vice Chairperson of the Council and the Chairperson of the Finance & Personnel Committee, with the latter being the nominated contact for initial enquiries. The Chairperson of the Council was the nominated pastoral contact.
18. To consider any discipline and grievance issues in relationship to the Town Clerk.
19. To delegate the discipline and grievance procedures for personnel to the Town Clerk and make recommendations to Full Council when appropriate.
20. To recommend pay and contractual conditions of employment and review/update these as necessary to comply with UK Employment Law, the National Joint Council for Local Government Services National Agreement on Pay and Conditions, and to ensure alignment with good practice.
21. To submit the personnel budget for the following year.
22. To recommend the expenses policy for both personnel and councillors.
23. To recommend ex-gratia payments, honoraria or exceptional increments.
24. To ensure the health and safety of all involved in the work of CTC by providing appropriate workspaces, tools and equipment and to ensure personnel are trained appropriately to safeguard their health & safety at work.
25. To further assess personnel risks as defined by the Audit Commission and provide appropriate recommendations to Full Council.
26. Membership to be six councillors to be appointed annually with a quorum of 3 members. Should the Committee be required to discuss personnel issues relating to the Town Clerk, only the Chairperson or Vice Chairperson can be present. This arrangement to be in place to enable the Chairperson or Vice Chairperson to attend any related appeal.
27. To meet as required with the agenda to be published three clear days in advance of the meeting. Minutes will be taken and presented at the subsequent full Council meeting.

28. Members of the Committee may vote on resolutions put to it. All Councillors may attend and contribute to the meeting.

Planning Committee

Terms of Reference:

1. The Committee shall have delegated powers to comment on planning applications placed before it, concerning the town of Cranbrook and adjacent areas and to respond on behalf of Cranbrook Town Council (CTC) to all consultations by East Devon District Council in relation to planning applications.
2. Members of the committee may vote on resolutions put to it. All councillors may attend and contribute to meetings or express views through the email consultation process.
3. Members of the public, officers and East Devon District Council officers may be invited to speak to planning applications during the meeting without the requirement to suspend Standing Orders. The time allowed for a member of public to speak to an application is 5 minutes. *NB Members of the public who wish to speak on items on the agenda other than planning applications being considered must do so prior to the commencement of the meeting in accordance with Standing Orders.*
4. In the case of applications considered by the Chairperson of Planning, the Chairperson of CTC and the Clerk to be contentious, a full Council meeting will be called.
5. The committee shall have delegated powers to comment on Licence applications.
6. The committee shall have delegated powers to comment on highway matters (including monitoring the condition of highways, pavements, lighting, signs) and street names and to report matters of concern to Devon County Council.
7. To consider development plans and other development related consultation documents and to respond, on the Council's behalf, as appropriate.
8. To consider and make recommendations to the Council on any matter relating to planning consultation processes.
9. Councillors unable to attend the Planning Committee meeting should immediately advise an Officer and email, or verbally state, their comments and recommendations for any site visits already undertaken. The Officer should then reallocate any unvisited, assigned application to an alternative member of the Planning Committee.
10. Its membership will be six councillors appointed annually and a quorum of three.
11. To meet as required with the agenda to be published three clear days in advance of the meeting. Minutes will be taken and presented at the subsequent full Council meeting.
12. Members of the Committee may vote on resolutions put to it. All Councillors may attend and contribute to the meeting.