

**Cranbrook  
Town Council**



# **Terms of Reference**

for:

Amenities Committee

Finance & Personnel Committee

Planning Committee

# Amenities Committee

## Terms of Reference

1. The Committee shall have delegated powers to make representations in respect of the provision and maintenance of infrastructure owned by the Town Council, including buildings, public open spaces, play areas, street furniture, street art, amenity areas and any other assets.
2. It will monitor the maintenance of infrastructure owned by the Town Council, including buildings, public open spaces, play areas, street furniture, street art, amenity areas and any other assets.
3. The Committee shall have delegated powers to authorise and make expenditure of up to the amount specified in Financial Regulation 4.1 for the purchase and maintenance of infrastructure owned by the Town Council, including buildings, public open spaces, play areas, street furniture, street art, amenity areas and any other assets.
4. It will oversee the administration, management and maintenance of infrastructure owned by the Town Council, including buildings, public open spaces, play areas, street furniture, street art, amenity areas and any other assets.
5. 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.
6. Its membership will be six councillors appointed annually and a quorum of three with the Chair and Vice-Chair of the full Council being ex-officio members in accordance with Standing Order 4(d)(iii). Members of the Committee may vote on resolutions put to it. All councillors may attend and contribute to the meeting.

# Finance & Personnel Committee

## Terms of Reference

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

1. The Finance and Personnel Committee will act in accord with the Council's adopted Financial Regulations.
2. To have delegated powers to approve grant applications within agreed budget levels as set out in Financial Regulations section 5.8.
3. To prepare and present to full Council details of financial business such as:
  - i. budget
  - ii. precept
  - iii. results of monitoring income and expenditure quarterly in relation to budget.
4. To review the following and present findings, actions and recommendations to Council on:
  - i. subscriptions
  - ii. estimates for project work
5. 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.
6. To liaise with the internal auditor.
7. To determine and recommend, policies and procedures for the line management of Council personnel.
8. To undertake reviews of the working practices of the Council and to make recommendations to Full Council.
9. To determine staffing levels and positions required to efficiently discharge the work of the Council and to review workloads periodically.
10. To agree job descriptions and skills requirements for all positions and to oversee the process of advertisement, selection, interview and appointment of personnel.
11. To ensure recruitment procedures meet both the needs of the job and those of CTC.
12. To promote the continuous professional development and training of both personnel and councillors.
13. To oversee and agree the appraisal of all Council personnel.

14. 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.
15. To consider any discipline and grievance issues in relationship to the Town Clerk.
16. To delegate the discipline and grievance procedures for personnel to the Town Clerk and make recommendations to Full Council when appropriate.
17. 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.
18. To submit the personnel budget for the following year.
19. To recommend the expenses policy for both personnel and councillors.
20. To recommend ex-gratia payments, honoraria or exceptional increments.
21. Should the Committee be required to discuss personnel issues relating to the Town Clerk, only the Chair or Vice Chair can be present. This arrangement to be in place to enable the Chair or Vice Chair to attend any related appeal.
22. Its membership will be six councillors appointed annually and a quorum of three with the Chair and Vice-Chair of the full Council being ex-officio members in accordance with Standing Order 4(d)(iii). 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 concerning the town of Cranbrook and adjoining parishes and to respond on behalf of Cranbrook Town Council to consultations by the local planning authority.
2. The Committee shall have delegated powers to comment on licensing applications.
3. 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.
4. To consider and make recommendations to Council on any matter relating to the planning consultation process, development plans and other development related consultation documents.
5. Members of the Committee may vote on resolutions put to it. All councillors may attend and contribute to meetings or express views to the local planning authority through the email consultation process.
6. 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 3 minutes.
7. Members of the public who request to make representations, ask questions or give evidence in respect of Council business other than planning applications being considered, must do so at the Public Participation item on the agenda in accordance with Standing Orders 3e to 3k. The time allowed is 3 minutes with a total time allowed for public speaking of 15 minutes.
8. Its membership will be six councillors appointed annually and a quorum of three with the Chair and Vice-Chair of the full Council being ex-officio members in accordance with Standing Order 4(d)(iii). Members of the Committee may vote on resolutions put to it. All councillors may attend and contribute to the meeting.