



Market Drayton Town Council

GENERAL TERMS OF REFERENCE - APPLICABLE TO ALL COMMITTEES

All standing committees have full delegated powers within their individual terms of reference.

1. The terms of reference of all committees are subject to the following reservations:

- a. That powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
- b. From May 2017 committees listed below (excepting Personnel) will comprise of all twelve councillors. Each with its own Chair and Vice Chair.
- c. That powers be subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations.
- d. **Day to day management of Council matters rest with the Town Clerk.**
- e. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of Committee (or in his/her absence the Vice Chairman) and Chairman of Council and reported to the next appropriate Committee or Full Council meeting whichever comes first.
- f. Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Market Drayton.
- g. Sessions of meetings will normally last no longer than 1.5 hours
- h. Guest speakers should normally be limited to one per meeting with a time limit placed upon them.
- i. There will be a first quarter of an hour public session with members of the public being able to speak during the meeting at the discretion of the Chairman and with the approval of members of the relevant Committee.

2. Delegation of Authority to Sub-Committees

Where a function within the terms of reference of a Committee has been further delegated to a sub-committee that sub-committee will report their findings/recommendations back to the appropriate Committee or direct to Council as per their remit.

TERMS OF REFERENCE OF COMMITTEES

Finance and General Purposes Committee

The overall purpose of this committee is to ensure that the council's finances, assets, staffing, risk management and statutory obligations are conducted in accordance with good practice, and to administer services, which are not the responsibility of the other standing committees.

1. To conduct effectively the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements.
2. To consider and keep under review:
 - (i) the main objectives of the Council.
 - (ii) all major issues of policy affecting the town council.
 - (iii) the development of existing, and introduction of new services.
 - (iv) the order of priorities between services or projects, and to advise other committees accordingly.
 - (v) relationships with Shropshire Council and other public bodies and organizations
3. To consider the financial implications of the Council's plans for levels of future expenditure and income requirements.
4. To regulate and control the finance of the Council.
5. To have charge of the financial and accounting arrangements of the Council.
6. To consider recommendation reports from the internal and external auditors
7. To review Standing Orders and Financial Regulations and recommend amendments to the Council.
8. To be responsible to the Council for and review the effectiveness and efficiency of all services which do not fall within the province of any one committee.
9. To consider any matters affecting members, including members' allowances.
10. To be responsible for the Council's assets, records and archives.
11. To be responsible for council's properties and other premises owned or leased to the council (save for council properties reserved to other committees according to their responsibilities).
12. To be responsible for the council's electronic governance arrangements, including the council's website.
13. To consider applications for community grants.
14. To be responsible for expenditure within the limits previously approved by the Council.

Services & Facilities Committee

*The overall purpose of this committee is to discharge effectively and economically the Council's duties in the spheres **of horticultural and recreational and leisure** activities and to develop policies in these areas.*

1. To ensure the proper management and security of the recreation and amenity facilities provided by the Council, including any buildings, plant and equipment associated therewith.
2. To ensure the proper management of the allotment sites provided by the Council and to undertake consultations thereon with the various Allotment Committees within the town council's area.
3. To maintain liaison with Shropshire Council and other local and regional bodies established for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference
4. To be responsible for the maintenance of cemetery and war memorial.
5. To be responsible for the provision and maintenance of public toilets, seats, bus shelters, footway lighting, CCTV and other street furniture as may be decided.
6. To be responsible for expenditure within the limits previously approved by the Council for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.

Planning Committee

The overall purpose of this committee is to ensure informed local knowledge is brought to bear on planning applications and to convey those views in a timely way to the appropriate authority; and to contribute to the formation of planning policies.

1. To consider all applications received for planning consent within the town, other than those emanating from the Town Council itself, and to submit comments and/or objections thereon to Shropshire Council within appropriate time limits; also to consider any applications for planning consent in adjacent areas where such application would affect the well-being of the town and its residents.
2. To ensure that where approved developments require the provision and/or maintenance of children's play areas or public open space areas etc. by the town council, that adequate funding (by way of Section 106 Agreements or similar) is made available to the town council for such purposes.
3. To consider all appeals against planning refusal, non-determination or the imposition of conditions by the Shropshire Council within the town and to submit comments to the appropriate government department.
4. To consider key development and planning policies and issues and make recommendations to the relevant body or the Council.
5. To regularly attend update training in planning issues to assist in the decision-making process.

Personnel Committee

The overall purpose of this committee is to effectively and efficiently discharge the Council's duties as an Employer.

1. To undertake hearings Disciplinary and Capability matters in accordance with the Council's Grievance and Disciplinary Procedures;
2. To deal with Disciplinary & Capability matters to a final conclusion, only reporting to Council when the time for any appeal has passed;
3. Appraisal of the Assistant Clerk and Projects officer to be conducted by the Chair of Personnel in conjunction with the Town Clerk.
4. To reviews of Terms & Conditions of Service & Salaries;
5. To ensure management and supervisory training is undertaken and updated.
6. To monitor staff training external and internal
7. To consider any changes to Staffing Levels;
8. To Consider Staffing Reviews;
9. To oversee the recruitment & selection of Staff;
10. To prepare & maintain employment documentation;
11. To prepare and review Job Descriptions;
12. To prepare and review Person Specifications;
13. To prepare and review Contracts of Employment;
14. To develop Health & Safety Policies and Procedures;
15. To consider any other matters delegated to the Committee by Council.

Community and Governance

1. To consider and implement where appropriate, proposals for the promotion and development of sports and recreation.
2. To encourage and sponsor, recreational, social and cultural activities throughout the town.
3. Responding to consultations, NHS, Local and National Government
4. Respond and participation in Neighborhood, County, SAM Dev and Local Plans
5. Economic development, through local initiatives and partnership working.
6. To review the situation regarding Public Transport on a regular basis and lobby for improvements where identified.
7. Environment protection, working with Canal River Trust, Severn Trent, Environment Agencies, Local County Councils and Volunteer groups.
8. Community safety liaison with Emergency, Medical, Social services and Volunteer Services to support the community in times of crisis
9. Liaison with Highways/ Traffic Management.
10. To consult through internet and messenger questionnaires on key issues affecting the community.
11. To consider all matters arising in relation to the boundaries of the town, the number of Town Councillors and elections of any kind within the town and make recommendations to the Council
12. To be responsible for publicity matters, including any Annual Report, and the production of any town newsletters.
13. To be responsible for public relations and major civic hospitality and ceremonies.
14. To be responsible for expenditure within the limits previously approved by the Council for activities/initiatives which fall within the committee's terms of reference.

Approved: May 2023
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