



Midsomer Norton Town Council

Standing Committees of the Council

Adopted by Council: 6th January 2014 (Minute Number: 153)
Adopted by Council: 14th May 2018 (Minute Number 11)

MIDSOMER NORTON TOWN COUNCIL

Standing Committees Terms of Reference

These Standing Committees Terms of Reference were adopted by the Council as Appendix B to the Standing Orders of the Council at a meeting on

The Town Clerk, shall allocate business to Committees in consultation with the Chair of each Committee (or the Vice Chair in the absence of the Chair, or the Mayor in the absence of both).

1. PLANNING COMMITTEE

- a) **Purpose of the Committee** - To respond to the unitary authority on all submitted planning applications, land use, highways and the environment generally pertaining to the Parish of Midsomer Norton.
- b) **Membership** – the Committee shall comprise 7 Members and the Mayor and Deputy Mayor of Council ex officio;
- c) **Frequency of Committee Meetings** – monthly.
- d) **Officer Service** – Town Clerk / Administrative Officer
- e) **Topics** –
 - To respond to the unitary authority on all submitted planning applications and to raise objection and make comments where necessary;
 - To consider the Unitary Authorities proposals for the Local Plan and to consult the electorate and make representations as necessary;
 - To consider all proposed works to trees in a conservation area and to object or make comments where necessary;
 - To note all agreed works to trees in a conservation area;
 - To consider any diversions of public rights of way and make representations to the Unitary Authority;
 - Ensuring all Committee members receive appropriate training on planning issues.
- f) **Decision Making (delegated powers)** - To respond to all matters relating to land use, planning, highways, environment and property licensing.

- g) **Funding and Expenditure Authorisation** – the Committee shall make recommendations to the Council for any necessary funding and expenditures outside of the agreed budgets
- h) **Status** – the Committee shall be permanent.

Finance Committee
TERMS OF REFERENCE

KEY MATTERS

Finance, property, communications, devolution and resource management and monitoring

MEMBERSHIP	Five Members of Midsomer Norton Town Council and Town Clerk
QUORUM	Three Members of the Committee
POWER	Local Government Act 1972, Sections 101 and 102.
TERMS	The Council's Standing Orders apply to all meetings of the Committee.
	The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council.
	The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairman and Vice Chairman
	Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council
	The Committee will meet monthly
	Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items
	Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders
	All Members of the Council will receive an agenda only, sent via email
	Notice of meetings will be published in accordance with the Councils Standing Orders
LIMITATIONS	Only Members of the Committee may vote on agenda items
	Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chairman
	Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct
	Non-Members of the Committee have no more rights at Committee meetings than members of the public.

RESPONSIBILITIES	DELEGATED POWERS The committee has delegated authority:
To provide guidance to Committees and Council on overall levels of income and expenditure	To review and monitor the income and expenditure of the Council as a whole.
To consider the annual draft budget	To consider the annual draft budget.
To recommend the draft precept to Full Council	To recommend the draft precept to Full Council.
To authorise all income and expenditure	To authorise all payments up to £15,000 in line with the financial regulations.
To receive financial reports and monitor and Report to Full Council.	To monitor income and expenditure.
To vire funds between budget allocations, except staff costs, and bring forward funds from reserves as necessary	To vire funds between budget headings EXCEPT from the budget for staff costs, noting that funds brought forward from reserves must not exceed £10,000 without the approval of Full Council.
To consider and award contracts for work	To consider and award contracts for work up to the value of £24,999
To implement the procurement/tender procedures for contracts in excess of £25,000	To ensure that lawful procurement procedures followed including the publication and results of tenders
To review all policies and procedures related to financial matters	To ensure that all policies and procedures are compliant with statutory requirements
To review the Council's Asset Register	Delegated authority to oversee insurance of the Council's property.
To review the Council's insurance on an annual basis and ensure that the Council's property is adequately insured	Delegated authority to review the Council's insurance on an annual basis and ensure that the Council's property is adequately insured.
To consider use, upkeep, leases, licences rents and fees for any facilities / buildings.	To review and be responsible for the efficient and effective management of the Council's assets.
To ensure the preservation of probity and good financial practices within the Council.	To annually review the Financial practises of the Council.
Debt monitoring and recovery to be the responsibility of the Committee (above a de minimis level of £7,000).	To recover debts on behalf of the Council.
To consider all grant requests received under the grant policy system adopted by the finance committee.	Delegated authority to adopt and review the grant awarding policy, to approve and award grants up to £15,000 for any single application.
To consider the Internal Audit and External Audit reports, and report findings and recommendations to Full Council.	To review the Internal Audit and External Audit Reports implement any required actions.
Delegated financial powers within the approved budget	Delegated financial powers within the approved budget.
To ensure that PAYE, NI and pension payments are appropriately deducted from employees' salaries and paid as required by	To ensure that the Council complies with the employment law requirements.

law	
To monitor financial risk and ensure that adequate financial risk management is in place.	To appoint an internal auditor, to approve the internal audit plan, to review the risk assessment related to finance, and to review internal systems of control to ensure adequate financial risk management. To monitor regular financial reports and bank reconciliations from the external accountancy service.
To manage the Councils reserves.	To annually review the reserves strategy
To delegate areas of responsibility to either a sub-committee, or an officer.	Power to delegate.

Operations Committee – Terms of Reference

KEY MATTERS

Public Realm, Grounds Maintenance (Green Spaces), Community Engagement

MEMERSHIP	Five Members of Midsomer Norton Town Council and Town Clerk
QUORUM	Three Members of the Committee
POWER	Local Government Act 1972, Sections 101 and 102.
TERMS	<p>The Council's Standing Orders apply to all meetings of the Committee. The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council.</p> <p>The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairman and Vice Chairman</p> <p>Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council</p> <p>The Committee will meet monthly</p> <p>Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items</p> <p>Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders</p> <p>All Members of the Council will receive an agenda only, sent via email</p> <p>Notice of meetings will be published in accordance with the Councils Standing Orders</p>
LIMITATIONS	Only Members of the Committee may vote on agenda items
	<p>Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chairman</p> <p>Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct</p> <p>Non-Members of the Committee have no more rights at Committee meetings than members of the public.</p>

1.	Delegated Business The Committee has delegated authority to deal with the following matters to conclusion:
1.1	To grant dispensations. <i>(Also in Terms of Reference for Full Council).</i>
1.2	To agree Service Level Agreements/Agreements with external agencies and to deal with any resulting issues arising under the terms of the Service Level Agreements.
1.3	To set up and disband such Sub-Committees and Working Groups as and when necessary.
1.4	To consider recommendations put forward by all Sub-Committees/Working Groups/Management Committees/Joint Committees which report to the Operations Committee and to make decisions.
1.5	To deal with consultations which time prevents being presented to Full Council.
1.6	Manage all the Councils vehicles, machinery and equipment.
1.7	Manage any land/asset acquisition from B&NES under their Asset Management Programme or from any other source decided by Council.
2	Professional Assistance Appoint professional assistance as required to assist with project brief/feasibility study.
3	Feasibility Study Cost/benefit analysis, Identify likely partners – build support for project, Visit other similar projects.
4	To Assist in Preparing Project Brief Site survey Health and safety implications Capital Budget Figure Management/Business Plan Revenue Implications Staffing requirements Public Consultation
5	Seek Grant Aid To seek grant aid from various sources. <i>At this point all information be referred to Full Council for decision on whether or not project should proceed. If Full Council agrees that the project should proceed, the following delegation applies:</i>
5.1	Appoint Architect Planning permission Prepare Architect's brief Identify suitable architects to be approached Invite fee bids with closing date Interview and appoint contractor/architect. If less than 4 members on appointing panel, appointment of architect must be referred to Full Council for ratification. Agree design Agree costings – is there sufficient funding <i>If insufficient funding refer back to Full Council. If Full Council allocates further funding or savings are identified and Full Council agrees to proceed, the following delegations apply:-</i>
5.2	Any other project matter delegated by Full Council.

5.3	To agree whether project should proceed based on feasibility study.
5.4	To agree a statement of requirement to give to Finance Committee to form the basis of contract.
6	Referred Business To consider and make recommendations to Full Council on the following matters:
6.1	All matters of Midsomer Norton Town Council operational policy.
6.2	Any other matter referred to the Operations Committee by Full Council.
6.3	To provide a synopsis report to Full Council outlining progress, issues and seeking delegation as appropriate.
7	Delegated Business The Sub-Committee has delegated authority to deal with the following matters to conclusion, subject to MIDSOMER NORTON TOWN COUNCIL policy and budget:
	Governance
7.1	To review policies, terms of reference and to readopt if no changes are required (with the exception of the Annual Investment Strategy which must be approved by Full Council).
7.2	Any other governance matter delegated by the Finance Committee or Full Council.
	Staffing
7.3	To support the Town Clerk in the appointment and management of staff, with 3 nominated councillors to participate in recruitment for senior officers.
7.4	To support the Town Clerk in the appointment and management of consultants.
7.5	To establish a panel to interview candidates for co-option to MIDSOMER NORTON TOWN COUNCIL and recommend appointment to Full Council. (Co-option of a Councillor to fill a vacancy cannot be delegated and must be RESOLVED by Full Council).
7.6	To consider and bring to a final conclusion any matters emanating from staffing policies (including Managing Employee Performance, Managing Employee Ill Health and Sickness and Grievance Policies etc) for members of staff employed by the Town Council.
7.7	To establish panels for hearings and appeal hearings when required. To be comprised of 3 councillors to be quorate.
7.8	Any other staffing matters delegated by the Finance Committee or Full Council.
7.9	To agree terms and conditions of employment.
7.10	To agree job descriptions, unless expressly delegated.
8	Referred Business
	Governance
8.1	To recommend re-adoption of existing MIDSOMER NORTON TOWN COUNCIL terms of reference/policies on a rolling cycle, if changes are required. Formal adoption of terms of reference/policies to take place every fourth year.
8.2	To prepare and approve drafts of new terms of reference/MIDSOMER NORTON TOWN COUNCIL policies for referral to Full Council.
8.3	Review of Town Council Standing Orders/Code of Conduct as necessary.
8.4	Review of Town Council Financial Regulations as necessary.
8.5	To review Town Council committee structure when necessary, and make recommendation to Full Council.
8.6	To receive risk assessments on an annual basis, prepared by the Town Clerk.

8.7	To receive annual Safeguarding report.
8.8	To review conditions of hire as required.
	Staffing
8.9	To recommend any changes to the staffing structure (eg, additional staff)
8.10	To discuss with the Town Clerk, and staff concerned, any issues relating to staffing levels and regrading, pay levels and staffing structures and make recommendations to Full Council.