



Terms of Reference for Committees, Sub-Committees and Task and Finish Groups

Management, Estates and Strategy Committee

Purpose of Management, Estates and Strategy committee:

This committee is appointed to make recommendations and decisions about the general administration and management of property and estates.

Terms of Reference

1. The committee will comprise of eight members and the Mayor/Chairman as ex-officio. Members can only be appointed to one committee.
2. The quorum of the committee will be set out in Standing Orders.
3. The committee chairman will be appointed as set out in Standing Orders.
4. The committee vice-chairman will be appointed by the committee.
5. Establish and keep under review the administration and management of all property which includes:
 - Christmas Lights;
 - Civic Events;
 - Council website and social media page;
 - Town Events;
 - Town Improvements
6. Establish and keep under review the management of council land and property which includes:
 - Lower Prendergast Cemetery (runs alongside St David's Church, Prendergast);
 - Picton Centre;
 - Picton House;
 - Priory Saltings;
 - Sports Pavilion;
 - St Martin's Cemetery;
 - Old Wool Market;
 - Upper Prendergast Cemetery;
 - Upper and Lower Racecourses
7. Strategically forward plan by providing action plans to be agreed by council on setting of the annual budget.
8. Have delegated power to approve spending within allocated budget, as specified in detailed action plans. Aspirational action plans must have all spending approved by Council.

Personnel, Policy and Finance Committee

Purpose of Personnel, Policy and Finance Committee:

This committee is appointed to make recommendations and decisions about all matters relating to the personnel, policies and finances of the Council.

Terms of Reference

1. The committee will comprise of eight members and the Mayor/Chairman as ex-officio. Members can only be appointed to one committee.
2. The quorum of the committee will be set out in Standing Orders.
3. The committee chairman will be appointed as set out in Standing Orders.
4. The committee vice-chairman will be appointed by the committee.

5. Establish, keep under review and receive recommendations from the Staffing sub-committee.
6. Draft, implement, review, monitor and revise all Council Policy; to include Welsh Assembly Government consultations.
7. Establish and keep under review all financial matters relating to council business.
8. Management and review of grants, donations and student bursary.

Emergency Committee

Purpose of Emergency Committee:

This committee is appointed to make resolutions in relation to any matter deemed as urgent or an emergency by the Town Clerk.

Terms of Reference

1. The committee will comprise of the Mayor/Chairman, Deputy Mayor/Vice Chairman, Sheriff, Chairman of the Management, Estates and Strategy Committee and Chairman of the Personnel, Policy and Finance Committee.
2. The quorum of the committee will be three members.
3. The committee chairman will be the Mayor/Chairman, or in their absence a member as agreed by the committee.
4. Have delegated power to consider any emergency or urgent matter referred to them by the Town Clerk and/or Mayor/Chairman.
5. Have delegated power to take decisions on behalf of the council to resolve any emergency or urgent matter with necessary funds.
6. Report to Council at the next available meeting.

Staffing Sub-Committee

Purpose of staffing sub-committee:

This sub-committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the Personnel, Policy and Finance Committee.

Terms of Reference

1. The sub-committee will comprise of the Mayor, Deputy Mayor, Committee Chairs and Sheriff.
2. The Chairman of the Personnel, Policy and Finance Committee will act as chair of the sub-committee.
3. Establish and keep under review the staffing structure in consultation with the Personnel, Policy and Finance Committee.
4. Draft, implement, review, monitor and revise policies for staff.
5. Establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
6. Oversee the recruitment and appointment of staff.
7. Arrange execution of new employment contracts and changes to contracts.
8. Establish and review performance management (including annual appraisals) and staff training programmes for staff.
9. Oversee any process leading to dismissal of staff (including redundancy).
10. Keep under review staff working conditions, and health and safety matters.
11. Monitor and address regular or sustained staff absence.
12. Make recommendations on staffing related expenditure to the Personnel, Policy and Finance Committee.
13. Consider any appeal against a decision in respect of pay.
14. Consider a grievance or disciplinary matter (and any appeal).
15. Supervise and performance manage the Clerk's work, to administer her leave requests, record and monitor her absences, and handle grievance and disciplinary matters and pay disputes.
16. Report to the Personnel, Policy and Finance Committee as necessary.

Christmas Lights Sub-Committee

Purpose of the Christmas lights sub-committee:

This sub-committee is appointed to make decisions on the provision, maintenance and installation of Christmas lights.

Terms of Reference

1. The sub-committee will comprise of the Chairman of the Management, Estates and Strategy Committee, three councillors and the Town Clerk
2. The appointed members are: Cllr S Hooper, Cllr P Johnson, Cllr G Roberts.
3. The Chairman of the Management, Estates and Strategy Committee will act as the chairman of the sub-committee.
4. Establish, review and monitor the provision, maintenance and installation of the Christmas lights.
5. Make recommendations to Council on the renewal of the installation and maintenance contract.
6. Have delegated power for the repair of fixtures and lighting within allocated budget.
7. Have delegated power for the purchase and hire/lease of new displays within the approved budget.
8. Report to the Management, Estates and Strategy Committee.

Events Sub-Committee

Purpose of the Events sub-committee:

This sub-committee is appointed to establish and support town events.

Terms of Reference

1. The sub-committee will comprise of at least five councillors.
2. The appointed members are: Cllr A Buckfield, Cllr C Thomas, Cllr J Twigg, Cllr T Moses, Cllr R Blacklaw-Jones
3. The sub-committee will appoint a chairman.
4. Establish and support individuals and organisations to hold town events; to include Festival Week and the carnival.
5. Have delegated power for the provision of town events within allocated budget.
6. Report to the Management, Estates and Strategy Committee.

Sports Pavilion Task and Finish Group

Purpose of the Sports Pavilion task and finish group:

This task and finish group is appointed to review the facility.

Terms of Reference

1. The group will comprise of at least three and maximum of five councillors, along with one member of staff for support as required.
2. The appointed members are: Cllr G Roberts (Chairman of the Management, Estates and Strategy Committee), Cllr A Buckfield (Mayor/Chairman of Council), Cllr J Twigg, Cllr R Blacklaw-Jones, Cllr B Ferguson.
3. The group will appoint a chairman.
4. Establish the condition of the property, current usage and community need.
5. Provide recommendations for improvements and future use of the facility.
6. Review who has responsibility for management of the car park and consider the ongoing maintenance and related issues.
7. Report to the Management, Estates and Strategy Committee.

Communication and Engagement Task and Finish Group

Purpose of the Communication and Engagement task and finish group:

This task and finish group is appointed to establish and support communication and engagement.

Terms of Reference

1. The group will comprise of at least three and maximum of five councillors, along with one member of staff for support as required.
2. The appointed members are: Cllr S Hooper, Cllr T Moses, Cllr J Twigg, Cllr D Blyth.
3. The group will appoint a chairman.
4. Make recommendations and provide a draft strategy or policy, if relevant, for consideration.
5. Report to the Personnel, Policy and Finance Committee.

Vision & Strategy Task and Finish Group

Purpose of the Vision and Strategy task and finish group:

This group is appointed to create a framework and vision statements to support the agreed action plans.

Terms of Reference

1. The group will comprise of at least three and maximum of five councillors, along with one member of staff for support as required.
2. The appointed members are: Cllr T Moses, Cllr S Hooper, Cllr C Evans, Cllr R Blacklaw-Jones.
3. The group will appoint a chairman.
4. Establish a vision/strategy framework to support the action plans which are reviewed and approved when setting the budget.
5. Provide a draft policy for consideration.
6. Report to the Management, Estates and Strategy Committee.

Grant Funding Review Task and Finish Group - Retired

Purpose of the Grant Funding Review task and finish group:

This group is appointed to review the existing Grant Policy and processes and to create a framework for considering service level agreements:

Terms of Reference

1. The group will comprise of at least three and maximum of five councillors, along with one member of staff for support as required.
2. The appointed members are: Cllr B Ferguson, Cllr D Blyth, Cllr C Thomas.
3. The group will appoint a chairman.
4. To review and edit the current grant policy and processes and formulate a framework for service level agreements for consideration.
5. Report to the Personnel, Policy and Finance Committee.

Latest version approved at the Annual Meeting 26 May 2021