



Somerton Town Council

Policy Documents

Terms of Reference Policy

**Adopted:** September 2016

**Reviewed and Readopted:** May 2017

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## Terms of Reference

### General Terms of Reference applicable to all Committees

1. There shall be a minimum of 3 meetings of each Committee per year.
2. At the Annual Council Meeting a Chairperson shall be appointed , (and Vice-Chairperson if deemed necessary shall be appointed at the first meeting of the committee).
3. A minimum number of members present at a meeting for there to be a quorum shall be 3 or 50% of Committee members whichever is the greater.
4. The four main committees will comprise of a minimum 5 members, members may sit on a maximum of two committees if required. Guest Councillors may be invited to join a committee with full voting rights for a specific meeting subject to the nomination by the Chair of the committee and approval by the members present.
5. An agenda shall be issued, to each committee member and publicly, at least 3 working days prior to the meeting.
6. All committee meetings shall be open to the public.
7. Members of the public shall be able to speak during a committee meeting, at the discretion of the Chairperson and with the approval of members of the relevant committee.
8. Every committee meeting shall be minuted and the minutes issued to all councillors and publicly, within 7 working days of the committee meeting.

9. Each committee shall liaise with other committees, as required, where projects overlap.
10. Each committee shall consider the needs of all aspects of the community including, but not limited to, the young, the elderly and the disabled.
11. Each committee shall, at all times, consider its duty with respect to Best Value.
12. Each committee shall, at all times, consider its duty with respect to Health & Safety.
13. Each committee shall address the issues of Sustainability and Care of the Environment in all aspects of their work.
14. Each committee shall bring to the attention of the Council any matter being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Somerton.
15. Each committee shall consider such matters as may be delegated by Council from time to time.
16. Where considered appropriate, each committee may appoint Working Groups from members of the Council or members of the public to carry out part of its business. These Working Groups shall report progress at each appropriate committee meeting.
17. Matters delegated to any committee may be referred back to Council at the request of the Chair of Council or the Clerk.
18. Any unresolved differences between committees shall be resolved at full Council.
19. Each committee Chairperson, or Vice-Chairperson in their absence, shall report key committee discussions, decisions and spending at each Council meeting.
20. Each committee shall establish a written, annual committee budget by the end of October of each year, for approval by the Town Council, to enable approved works to be undertaken.
21. The Chairperson and Vice Chairperson of the Council are Ex Officio members of all Committees, with full voting rights, but will not automatically take the Chair of any Committee meetings they attend in this capacity.
22. Each committee shall seek to acquire grant funding for approved projects where appropriate.
23. Each committee shall seek to improve revenue streams where possible

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24. Each committee has delegated power to manage the budget and spending for those elements of the budget which relate to their area of operation without reference to full Council. These elements of the budget will be agreed by full Council at the start of each new financial year. All spending must be in accordance with the financial protocols of the Council and only for the purposes intended. No element of any budget can be overspent, or any changes made between budgets, or reserves released without the authorisation of the full council.
25. Each committee shall seek competitive tenders from contractors and suppliers in accordance with Financial Standing Orders.
26. Each committee shall deal with all correspondence relevant to their terms of reference
27. Responsibility for scoping, managing and implementing projects may fall within the remit of a Committee, however, the authorisation of funds and spending for all projects must be sought from the full Council. For the purposes of this document projects are defined as 'specific proposals which are outside the current or normal remit of the sponsoring committee.' Projects will be identified and shown separately each year in the council's precept budget.
28. Where guidance is required in any situation not covered by these Terms of Reference the rules outlined in the Council's Standing Orders will apply.

## Accessibility and Highways Committee Terms of Reference

The Aim of the Accessibility and Highways Committee is to ensure the easy, safe movement of each Somerton resident and visitor around the Town every day. The responsibilities of the Committee are as follows:

### Highways including pavements & Car Parks:

1. The day-to-day administration of the Town Council controlled car parks in the town.
2. The supervision of the Town Council employed Car Park Inspector, in conjunction with the Town Clerk.
3. The management and planned maintenance of the car parks.

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4. Liaison with the Highway Authority over maintenance aspects of the public highway network, both carriageway and footpath, to ensure appropriate levels of service are provided to residents of the town.
5. To oversee/inspect any contract for the cutting of highway verges which fall under the maintenance of STC; the appropriateness of these operations being regularly discussed.
6. To seek the implementation of any minor improvements to the highway network, as may be suggested by the Committee or Town Council, after consultation with the Highway Authority.
7. To endeavour to have flood free roads in and around Somerton by working with SCC Highway Authority, private landowners and any other appropriate body.
8. To work pro-actively with the SCC Highway Authority, the Highway Agency and Police to ensure speed limits are met on all our roads.

### **Public Lighting:**

9. Liaison with the relevant authority and their contractors, over the on-going maintenance of the existing public lighting on the highways around the town.
10. To maintain ongoing discussion about the level of public lighting in Somerton with the community and with SCC. This would include consideration of improvements and the allocation of appropriate funding for the public lighting system for the town.
11. The appropriate provision and maintenance of lighting to serve all lands controlled by the Town Council.

### **Footpaths, Cycle Routes, Bus Routes:**

12. The monitoring of the condition of existing public footpaths, liaising with SSDC/SCC on problems encountered as they are the responsible authorities concerned. The Committee should encourage walking within the Town by paying attention to the needs of pedestrians particularly children, young Mothers and those with limited mobility, including the monitoring and keeping footpaths clear of dog fouling, other noxious litter and other obstructions such as parked vehicles.
13. To consider suggestions from residents on improvements to the footpath network, seek support for improvements identified and encourage use of the footpaths around the town.

14. Facilitate the provision of cycle routes in and around Somerton where possible and generally promote more cycling. Make provision for the storage of bikes within the shopping area of the town.
15. Liaise with public and private businesses to promote and improve public transport.

## **General Amenity**

16. To encourage Somerton residents to engage with the 'appearance' and ambience of their Town in as many ways as possible.

## **Somerton Town Council Owned Vehicles**

17. The Accessibility and Highways Committee will oversee all aspects of the management of the council's road going vehicles.

## **The War Memorial, Market Square**

18. The Accessibility and Highways Committee shall oversee the maintenance and safe keeping of this monument.

## **Land and Property Committee Terms of Reference**

The aims of the Land and Property Committee are to:

- Ensure the Town Council owned land and property is always made available for the benefit of the residents of Somerton;
- Improve and maintain Town Council owned land and property;
- Ensure insurances are maintained and are adequate;
- Ensure that the Council's statutory responsibilities are met with regard to the land and property it owns.

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## **Public toilets at Cox's Yard**

1. In conjunction with the Town Clerk ensure all facilities are adequate and properly maintained.
2. In conjunction with the Town Clerk ensure all facilities are adequately and properly cleaned.

## **Edgar Hall office/meeting rooms**

4. In conjunction with the Town Clerk ensure all facilities are adequate, properly maintained and cleaned.
5. In conjunction with the Town Clerk ensure that arrangements and equipment is suitable for all meetings and events.
6. In conjunction with the Town Clerk ensure lift is inspected and maintained to statutory requirements
7. Review bookings policy and pricing.
8. Review financial performance of letting areas and make recommendations on future strategy.

## **Cemetery**

9. To oversee and plan future operation of the Cemetery in Somerton, in conjunction with the Town Clerk, who is responsible for the day-to-day management of the site
10. Review the level of charges levied for the use of the Cemetery facilities.
11. To ensure that correct and full records of burials and cremation plots are made and maintained

## **Recreation Areas (Etsome Terrace/Gassons Lane/Sutton road/Parklands Way)**

12. In conjunction with the Town Clerk and Town Council contractors, who are responsible for day-to-day management of these sites, the Land and Property Committee will oversee the condition of the play areas and ensure safety inspections are carried out by the appropriate safety advisors.

13. In conjunction with the Town Clerk ensure all facilities are adequate, safe and properly maintained and reports of damage, breakages etc are dealt with speedily.
14. To consider future play area provision around the town and seek support (in terms of both advice and financial assistance) from SSDC and other Agencies.
15. In conjunction with the Town Clerk, oversee replacements and plan future operation of the recreation areas in Somerton.

### **Memorial Garden, Etsome Terrace**

16. In conjunction with the Town Clerk ensure inspections are carried out and any reports of damage, breakages etc are dealt with speedily.
17. In conjunction with the Town Clerk oversee maintenance and replacement of planting.

### **Land south of King Ina Road (leased to local Scouts Group)**

18. STC is freeholder but has no day-to-day responsibility

### **Land at Horse Mill Lane**

19. In conjunction with the Town Clerk ensure grounds are adequately and properly maintained.

### **The Market Cross**

20. In conjunction with the Town Clerk ensure the structure is safe and properly maintained.

## **Promotion and Communications Committee Terms of Reference**

The aim of the Communications Committee is to ensure that all methods of communication, both internally and externally, are delivered clearly, correctly and promptly and to promote the town of Somerton for the benefit of local residents and businesses.

### **Communications within the Town Council**

1. Improve, where necessary, and monitor all internal and external methods of communication regarding Somerton town Council.

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2. Co-ordinate the compilation of the Council Annual Report, with the cooperation of all other committees, for approval by Council.
3. Establish and maintain the policies covered by the council's Model Publication Scheme, as well as the publication Scheme itself.
4. Implement the relevant elements of the Local Council Award
5. Organise and monitor a dedicated STC website.

## **Communication with residents**

6. Responsibility for communications between the Council and Somerton residents and businesses.
7. Arrange 'surgeries' for local residents to meet councillors.
8. Encourage the participation of local groups and individuals in community projects for the benefit of Somerton.
9. Co-ordinate the production of all Town Council publications (incl. Viaduct and Somerton News) distributed to the town.
10. Liaise with local clubs, organisation, trusts, local authorities, statutory bodies and interested parties as required.
11. Arrange for consultations and questionnaires for undertaking by the local residents, as requested by Council, regarding important town issues.
12. Responsibility for writing and issuing Press Releases for approval by the Town Clerk within the provisions of the media policy.
13. Arrange training for Councillors on the creation of Press release and the requirements of the media policy.
14. Promote the effective use of the town notice boards.
15. Arrange town competitions as considered appropriate.
16. Arrange and co-ordinate the council Annual General Meeting and Annual Parish Council Meeting, involving local organisations, where considered appropriate.

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17. Participate in the distribution of Public Information Material in co-operation with other agencies and bodies as appropriate.
18. Promote local elections and provide appropriate information about the election and voting process. The committee shall also inform the electorate regarding the roles and responsibilities of councillors with a view to encouraging potential candidates.

## **Youth**

19. Foster and develop the provision of Youth Facilities in the town in conjunction with the Council.
20. Foster and develop opportunities for Youth engagement, entertainment, development and play.

## **Promotion of Somerton**

22. Participate in and support the appropriate marketing of the town and its amenities.
23. Facilitate further development of the Somerton Community Plan.
24. Establish and maintain links with local business.
25. To co-operate with the Christmas Lights Volunteer team to put up and take down the lights safely each year.
26. To seek to promote, with others, the town of Somerton in any manner considered to be appropriate, e.g. Floral displays; nature trail.

## **Team and Advisory Group Terms of Reference**

This is an advisory group which reports to the Council and has no delegated decision making or spending powers. Its role is to support the work of the Town Clerk / RFO, the Council, its Committees and its Charities with regard to all matters relating to finance, accounting and management of the council business and its Charities business. The members of this group are all Councillors. All members of the council are encouraged to participate within this Group.

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It is the Clerk responsibility to both prepare and vet the agenda to ensure that items under discussion are of immediate concern or identified as priorities to the council business/management.

**In conjunction with the Town Clerk and the Deputy Clerk the Team and Advisory Group will:**

1. Update the asset register
2. Oversee the regular tendering of insurance and utilities
3. Advise on the Council's policy and approach to Risk Management
4. Recommend the format of internal financial reports
5. Ensure the tender process is sound and is followed
6. Regularly review the Councils Financial Standing Orders
7. Support and advise on the preparation of grant applications by both the Council and its charities.
8. Be an 'official' and trusted source of financial information for the Council
9. Provide financial analysis for decision making purposes to the Committees when required
10. Advise on the handling of non routine Freedom of Information requests
11. Bring to Full Council areas for discussion with supporting documentation and recommendations.

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12. Bring to Trustees and RGT areas for discussion with supporting documentation and recommendations.
13. Provide a vehicle to receive commercially sensitive/confidential presentations and be authorised to make a judgement when such information is in the Public Interest and should be made available to the community.

### **On behalf of the Town Council the Team and Advisory group will:**

14. Undertake the Annual Review of internal audit for inclusion in the annual governance statement
15. Test the soundness of the Council's finance system
16. Provide Members for Complaint Hearings and Freedom of Information Reviews
17. Check that the Council is obtaining value for money in all areas
18. Act as a vehicle for H.R. to ensure both relevant training and support are in place for the Clerk, Assistant to the Clerk and Town Councillors.
19. Actively encourage all councillors to attend.
20. Act as a vehicle to enable the Clerk and the Assistant to the Clerk to manage the councils business.
21. Act as a vehicle at which the Clerk and the Assistant to the Clerk can take guidance on the management of projects i.e. Identify priorities and responsibility for a project.

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## **The activities, observations and recommendations of the Team and Advisory group are briefed to Members in the following way:**

22. Committee Chairpersons brief their Committee Members on the key points from the TAG meetings at their respective Committee meetings.
23. The Clerk will chair the TAG meeting and reports to Council each month on the key points from the meetings

## **Human Resources Working Group Terms of Reference**

The Human Resources working Group will operate based on the needs of the Council for input and management of Human Resource issues. The group may co-opt other Councillors dependant on the required workload, skills and knowledge required to complete a project.

### **Recruitment**

1. To oversee in conjunction with The Clerk any Recruitment matters

### **Training**

2. Assess the need for, and arrange appropriate training for councillors, including induction material and information for newly elected councillors.
3. To oversee and monitor Councillor training advising Councillors of training opportunities. Approve any expenditure within the agreed annual budget, via TAG meetings.
4. To oversee and monitor with the Town Clerk all employee training, approving any expenditure within the agreed annual budget, via TAG meetings.

## **Appraisals**

5. To ensure that the annual appraisals are completed for all employees
6. To complete the Clerks appraisal review in conjunction with the Chair of Council

## **Discipline and Grievance**

7. To oversee in conjunction the Clerk any employee discipline and grievance issues

## **Human Resources Legislative changes**

8. Working with the Clerk monitor and implement changes to employment legislation as required.

## **Youth Working Group Terms of Reference**

The aim of the Youth Committee is to bring an energetic focus to providing good facilities and support for Somerton's young people (aged between 0 and 17).

## **Communications within the Town Council**

1. Youth is defined as anyone between the ages of 0 and 19. Individuals with disabilities or special education needs would be included up to the age of 25.
2. Consult with all organisations with youth provision within the town.
3. Consult with the young people within the community, to understand and identify their requirements and aspirations.
4. Identify what facilities and services should be available in the town -appropriate to promote each age group.

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5. Identify any shortfall of facilities and services and produce a strategy to address these shortfalls.
6. Manage, monitor or assist the provision and maintenance of youth facilities and services in conjunction with the Clerk and other relevant organisations and interested parties.
7. Represent the Town Council at or on appropriate Youth related functions, meetings or bodies.
8. Manage all STC Youth funding/Grants for Youth on behalf of the Council.
9. Facilitate the setting up of a Youth Council.

## **Finance Councillor Terms of Reference**

### **On behalf of the Council oversee the Finance function**

1. Completing the requirements of the Financial Controls Summary and the quarterly report
2. To liaise with the internal and external auditor where appropriate
3. Working with the Clerk complete a quarterly review of income and expenses and present to Committee and Full Council Chairs for consideration.
4. Working with the Clerk ensure that the budgeting process is completed in an accurate and timely manner

## **Planning Committee Terms of Reference**

### **On behalf of the council oversee the Planning responsibilities of the Council.**

1. Present to Councillors Planning applications requiring decisions. Visit sites and liaise with interested parties for significant applications
2. Provide support and training to Councillors and current and new planning legislation
3. Liaise with the relevant planning authority when required to do so.

4. Manage the 106 / CIL payments priorities with the relevant officers, coordinating the STC priorities for this funding.

## Working Group Terms of Reference (insert information as required )

### Terms of reference

1. The **commissioning group** wish to appoint a working group to assist them in a review of the **Project objective**

2. The working group will be known as the **Project group name** and will comprise of

Councillors **name or number**

Trustees

Stakeholders

Members of the public

The chairman of the group will be **xxxxxxxxxxxxxxxxxxxxxx** as selected by the commissioning group.

3. The formation of the **Project group name** and all of its members will be subject to the approval of the **commissioning group**.

4. The objectives of the **Project group name** will be to carry out all necessary investigation and seek advice to allow it to put forward an impartial, comprehensive and feasible proposal with recommendations / options for the completion of the project.

Specific objectives:

- 1.
- 2.
- 3.

Reporting timetable

xx Month 2016

xx Month 2016

xx Month 2016

5. The power and authority for the implementation of all/any proposals and recommendations made by the the **Project group name** rest solely with the **commissioning group**.

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6. The **commissioning group** will have the power to dissolve the **Project group name**, or alter the structure of the membership at any time by majority vote at a formal meeting of the commissioning group or full council.
7. The **Project group name** may recommend the appointment of new members as they see necessary but all such appointments will be subject to prior approval of the **commissioning group or full council** by majority vote at a formal meeting.
8. The **Project group name** will be required to meet regularly with the chairman reporting the actions and progress to **commissioning group**. on a regular basis, the report either to be verbal or in writing.
9. The commissioning group may revise or amend these terms of reference at any time subject to the revisions being in writing and given to the chairman of the working group.
10. Any funding required for works associated with the working group review will require prior authorisation in writing by the **commissioning group**.