



WOTTON-UNDER-EDGE TOWN COUNCIL

Remit of Committees & Working Groups

Updated Dec 2018

This document sets out the Terms of Reference of the different Committees and Working Groups of Wotton-under-Edge Town Council and is approved annually along with Standing Orders and Financial Regulations, or when legislation dictates. The Chairman and Deputy Chair of the Council are ex-officio Members of every Committee. All Committees shall have a chair & vice chair and both positions are to be filled by Councillors. Any member can chair a Working Group. Councillors are expected to attend meetings of the Committees to which they are appointed. When this is not possible they must inform the Clerk and the Chair of the Committee as soon as possible so that a substitute can be arranged to ensure the Committee meeting is quorate (which is at least one third of members present or three whichever is greater).

It is important to distinguish between a Committee and a Working Group in legislation

Committees	Working Groups
<i>Advertised Agendas needed</i>	<i>No agendas although advisable for structure</i>
<i>Minutes needed, which are a lawful document & approved at next Committee meeting.</i>	<i>No minutes although Notes advisable for reference</i>
<i>Can make decisions on behalf of Council if authorised</i>	<i>Cannot make decisions – fact finding & discussion only. No formal voting needed although use for structure</i>
<i>Only Cllrs deliberate or vote on expenditure proposals.</i>	<i>Any attendees can be invited</i>
<i>Must be held in publicly accessible place where no alcohol served</i>	<i>Any location or times, although advance notice is needed for room bookings, and any note taking necessary. Laws on accessibility should be adhered to.</i>

“Why Have Working Groups?

They are idea generating groups, fact finding, research & discussion bodies, which can identify, plan, & organise projects and source funding. They work under the umbrella of the Town Council’s decision making process by feeding in via its legal framework, and have town councillor representation.”

Planning Committee

Number of Councillors **all** Number of Public Members **none**

Meets **monthly last Monday (or as necessary)**

Delegated Powers:

- Decisions – **Yes (non-funding only) and subject to not contravening any extant council policies**
- Spend Council funds - **No**
- Approve Minutes - **Yes**

Clerked by **Town Clerk or qualified Council staff**

Remit.....

- To consider and make responses to the local planning authorities on all planning applications put to the Town Council
- To consider responses to Enforcements, Planning Contraventions, Appeals or other matters of planning concern.
- To formulate any planning policies for Full Council approval

Town Regeneration Partnership

Number of Councillors **5 minimum**

Number of Public Members **yes (12 approximately)** from various community organisations around the town

Meets **4 times a year minimum/ or when necessary with notice**

Delegated Powers:

- Decisions- **No**
- Spend Council funds – **No Any** spending recommendations to be submitted to Council for consideration)
- Approve Minutes/Notes - **yes but Notes no longer formal document**
- Clerked by **qualified Council staff (quarterly meetings) or member of partnership (ad-hoc meetings)**

Remit.....

1. To report to the Town Council regularly, after meetings of the Town Regeneration Partnership, the minutes to be presented to the Town Council for noting.
2. Aim: To further the interests, regeneration, recreational facilities, tourism and viability of the town, its residents and traders.
3. To contribute to a Healthcheck for the Town and a Community Plan, which will be rolled forward on a regular basis.
4. Duties:
 - a) To review and prepare an update for the Community Plan, including supporting surveys. Once the updated community is in place, to keep it under review and publish updates every two years;
 - b) To liaise with other bodies within the Town, including the Civic Society, Historical Society and Chamber of Trade and other community groups, and to co-operate with them as appropriate in furthering the interests of the Town;
 - c) To comment on expenditure on Town Regeneration matters for the following year and to submit this to Town Council for approval at the Annual Finance meeting. To consider grant opportunities to supplement regeneration projects;
 - d) To liaise with other organisations on Town Regeneration issues, including, the Rural Community Council, Market Towns Forum and any other body as may be appropriate. The Town Council will liaise with the District and County Council on behalf of the Town Regeneration Partnership;
 - e) To undertake or co-operate in improvements to the appearance of the Town, with particular reference to floral beds and containers, floral competitions, and other similar events;
 - f) To keep under review provision of town maps and of appropriate and attractive signage for visitors on foot and in vehicles, including the funding, in whole or in part, subject to the obtaining of maximum possible grants available;
 - g) To keep under review the street lighting of the Town to recommend and, if appropriate, assist in funding improvements, in consultation with the appropriate officers of other authorities;
 - h) To initiate the provision of town guides, brochures and maps as appropriate, either solely or in co-operation with other bodies;
 - i) To initiate and participate in arrangements for the celebration of local and national events;
 - j) To delegate members of the Town Regeneration Partnership to attend such meetings as may arise from time to time on the subject of town regeneration, together with the Town Clerk when appropriate, and to receive reports from such meetings;
 - k) To undertake such other projects as may arise at the direction of the Town Council.

Finance & Special Purposes Committee

Number of Councillors **5** Number of Public Members **0**

Meets **ad hoc when needed**

Delegated Powers;

- Decisions - **Yes (non-funding only) and subject to not contravening any extant council policies**

- Spend Council Funds - **No** Spending recommendations to be submitted to Council for consideration)
- Approve Minutes - **Yes**
- Clerked by **Town Clerk or qualified Council staff**

Remit.....

- To consider any specific matters arising which need research & discussion before being considered by Full Council
- To consider matters of a financial or confidential staffing nature which need research or deliberation before being presented to Full Council
- To address policies or procedures in some detail before a recommendation is presented to Full Council

Allotments Partnership

Number of Councillors **5** Number of Public Members **4 minimum**
 Meets **4 times a year or when necessary**

Delegated Powers;

- Decisions – **no**
- Spend Council funds - **No** Spending recommendations can be submitted to Council for consideration)
- Approve Minutes - **yes but Notes no longer formal document**
- Clerked by **qualified Council staff (quarterly meetings) or member of partnership (ad-hoc meetings)**

Remit.....

- To manage the allotments at New Rd and Knapp Rd
- To involve the community eg by co-opting representative members to this Partnership from both allotment sites
- To deal with any management issues arising and forward to Full Council for consideration
- To enforce rules and regulations detailed in the Allotment Agreement, Dos and Don'ts and covenants that cover both sites.
- To consider and review annual rents.
- To give support and guidance to the Knapp Road Allotment Association.
- To assist with implementation of any new legislation regarding allotments

PRoW & Amenities Partnership

Number of Councillors **5** Number of Public Members **5 minimum**
 Meets **every three months or when necessary**

Delegated Powers:

- Decisions – **no**
- Spend Council funds - **No any** spending recommendations to be submitted to Council for consideration)
- Approve Minutes – **yes but Notes no longer formal document**
- Clerked by **qualified Council staff (quarterly meetings) or member of partnership (ad-hoc meetings)**

Remit.....

- To deal with issues concerning footpaths and amenity areas such as the Marchesi Streamside Walk, Holywell Land, Conygre Wood & other parcels of land.
- To involved the community with a footpath interest by co-opting members