

WOTTON-UNDER-EDGE TOWN COUNCIL

Remit of Committees

Reviewed Feb 2020, next review Feb 2022



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. 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. 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.

Committees	Working Groups or Partnerships
<i>Advertised Agendas needed - formally constituted in council</i>	<i>No agendas on website as not a formal entity of council</i>
<i>Minutes needed & approval at next Committee meeting.</i>	<i>No minutes. Notes taken, but not posted on website as not formal council position.</i>
<i>Can make decisions on behalf of Council if authorised</i>	<i>Cannot make decisions – fact finding & discussion only. No voting.</i>
<i>Only Cllrs deliberate or vote on expenditure proposals. Also according to Terms of Reference other Public can be Committee Members</i>	<i>Attendees are invited. No public participation slot but public interested in joining encouraged to contact council</i>
<i>Must be held in publicly accessible place where no alcohol served</i>	<i>Any location or times – but must be mindful of using council staffing resources to advise of council procedure or write notes</i>

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 maximum)** from various community organisations around the town and others by invitation.

Meets **4 times a year**

Delegated Powers: None. Not a formal committee – just a Working Group.

- Decisions- No. Recommendations to be submitted to Council for consideration.
- Spend Council funds – **No**. Spending recommendations to be submitted to Council for consideration
- Accept Notes: Yes.
- Clerked by **Town Clerk, qualified Council staff or a competent member**

Remit.....

1. To report to the Town Council regularly, after meetings of the Town Regeneration Partnership
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 suggest a recommended budget annually for expenditure on Town Regeneration matters for the following year and to submit this to Town Council for approval at the Annual Finance meeting; to recommend for Town Council approval, expenditure from this budget;
 - 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 and make recommendations on regeneration initiatives to the Town Council. 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, e.g. District or County Council, Chamber of Trade, Footpaths Partnership;
 - 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** All allotment holders are invited to attend.

Meets **4 times a year**

Delegated Powers;

- Decisions – No Recommendations to be submitted to Council for consideration.
- Spend Council funds - **No** Spending recommendations to be submitted to Council for consideration.
- Accept Notes: Yes.
- Clerked by **Town Clerk, qualified Council staff or a competent member**
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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 recommendations 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 collect and review annual rents.
- To give support and guidance to the Knapp Road Allotment Association.
- To implement any new legislation regarding allotments

PRoW & Amenities Partnership

Number of Councillors **5** Number of Public Members **5 (and others by invitation)**

Meets **every three months**

Delegated Powers:

- Decisions – No Recommendations to be submitted to Council for consideration.
- Spend Council funds - **No** Spending recommendations to be submitted to Council for consideration, Accept Notes – Yes.
- Clerked by **Town Clerk, qualified Council staff or a competent member**

Remit.....

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