

Castle Cary Town Council

Terms of Reference

General Terms of Reference applicable to all Committees and Working Groups

1. There shall be a minimum of 5 meetings of each committee and working group per year.
2. At its meeting after the Annual Council Meeting every committee and working group will appoint its Chairperson, (and Vice-Chairperson if deemed necessary).
3. A minimum number of members present at a meeting of either a committee or working group, for there to be a quorum shall be 3 councillors. All councillors may attend all meetings of committees and working groups and have the right to vote at the meeting..
4. The main committees and working groups will comprise at least 5 members, 3 of whom must be councillors. Committees and working groups must be chaired by a councillor. The chair of a committee or working group will have the casting vote. Each working group must have a majority membership of councillors.
5. An agenda for committees and working groups shall be issued, to all councillors and working group members at least 6 days prior to the meeting. Full Council and committee agendas will be issued publicly.
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 that committee.
8. Every committee/working group meeting shall be minuted and the draft minutes issued to all councillors and working group members, within 10 working days of the committee/working group meeting. Main Council and Committee meeting minutes will be issued publicly and posted on the website in draft form within 10 days and updated once ratified.
9. Each committee/working group shall liaise with other committees/working groups, as required, where projects overlap.
10. Each committee/working group shall consider the needs of all aspects of the local community including, but not limited to, the young, the elderly, the disabled and others as listed in our equal opportunities policy.
11. Each committee/working group shall, at all times, consider its duty with respect to Best Value.

12. Each committee/working group shall, at all times, consider its duty with respect to Health & Safety.
13. Each committee/working group shall address the issues of Sustainability and Care of the Environment in all aspects of its work.
14. Each committee/working group shall bring to the attention of the Council any matter it is aware of being pursued by other local authority/statutory/voluntary or other bodies which may effect Castle Cary.
15. Each committee/working group shall consider such matters as may be delegated by Council from time to time.
16. Where considered appropriate, each committee/working group may appoint sub groups from members of the Council or members of the public to carry out part of its business. These Sub Groups shall report progress at each appropriate committee/working group meeting.
17. Matters delegated to any committee/working group may be referred back to Council at the request of the Chair of Council, the Clerk or Chair of Committee/Working Group.
18. Any unresolved differences between committees/working groups shall be resolved at full Council.
19. Each committee/working group Chairperson, or Vice-Chairperson in their absence, shall report key committee/working group discussions, decisions and spending at each Main Council meeting.
20. Each committee/working group shall establish a written, annual committee/working group budget by the end of October of each year, for approval by a full council meeting, to enable approved works to be undertaken.
21. The Chairperson and Vice Chairperson of the Council are Ex Officio members of all Committees/working groups, with full voting rights, but will not automatically take the Chair of any Committee meetings they attend in this capacity.
22. With the approval of Full Council each committee/working group may seek to acquire external funding for approved projects where appropriate.
23. Each committee/working group has delegated power to manage its budget, though working groups have no power to spend money. Spending in working groups must be ratified by Full Council. Full Council and each committee has spending power 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.

24. Each committee/working group shall seek competitive tenders from contractors and suppliers in accordance with Financial Standing Orders.
25. Each committee/working group shall deal with all correspondence relevant to their terms of reference. All correspondence must be copied to the Town Clerk.
26. Responsibility for scoping, managing and implementing projects may fall within the remit of a Committee, however, the budget for projects must be authorised by the full Council. Projects will be identified and shown separately each year in the council's precept budget and project forms must be completed for each project.
27. 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.

Castle Cary Town Council

Promotion and Communications Committee Terms of Reference

The purpose of the Promotion and 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 Castle Cary 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 Castle Cary Town Council.
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. Oversee the application for Local Council awards
5. Organise and monitor Castle Cary website.

Communication with residents

6. Responsibility for communications between the Council and Castle Cary 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 Castle Cary.
9. Co-ordinate the production of all Town Council publications 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 releases and the requirements of the media policy.
14. Promote the effective use of the town notice boards.
15. Receive reports from the Local Information centre volunteers and make recommendations concerning proposed actions and their implementation.
16. Arrange and co-ordinate the council Annual Town Meeting involving local organisations, where considered appropriate.
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.

Promotion of Castle Cary

19. Participate in and support the appropriate marketing of the town and its amenities.
20. Establish and maintain links with local business.
21. To seek to promote, with others, the town of Castle Cary in any manner considered to be appropriate, e.g. Floral displays; nature trail.

Castle Cary Town Council

Properties and Infrastructure Committee Terms of Reference

The aims of the Property & Infrastructure Committee are to:

- Maintain and improve Town Council owned /rented land and property;

- Ensure the Town Council owned/rented land and property is always made available as appropriate, for the benefit of the residents of Castle Cary

- Ensure that the Council's statutory responsibilities are met with regard to the land and property it owns or rents

The responsibilities of the Committee are as follows:

Properties

Public toilets at Millbrook Gardens and Catherine's Close

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

Pavilion at Donald Pither Memorial Ground

3. In conjunction with the Town Clerk ensure the building is properly maintained and that the nominated contractor maintains the local grounds where specified.

Market House office, Lobby, The Shambles, Undercroft and Cobbles

4. In conjunction with the Town Clerk and MHMG ensure all facilities and equipment are adequate, properly maintained and cleaned.

Cemetery and Cemetery Chapel

5. To oversee and plan future operation of the Cemetery in Castle Cary, in conjunction with the Town Clerk, who is responsible for the day-to-day management of the site
Oversee the grounds maintenance contract for the cemetery
6. Take responsibility to ensure that cemetery chapel is repaired and maintained as necessary, in liaison with the Town Clerk and the friends of the cemetery chapel
7. Review the level of charges levied for the use of the Cemetery facilities.

Donald Pither Memorial Field Recreation Area

8. In conjunction with the Town Clerk and Town Council contractors, who are responsible for day-to-day grounds maintenance of these sites, the Property & Infrastructure Committee will oversee the condition of the play areas and ensure safety inspections are carried out by the appropriate safety advisors.
8. 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.
9. 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.
10. In conjunction with the Town Clerk, oversee replacements and plan future operation of the recreation areas in Castle Cary.

Fairfield

11. In conjunction with town clerk and Ansford Parish Council oversee maintenance and enhancement of the area.

The War Memorial and The Horsepond

12. In conjunction with the Town Clerk ensure the structure is safe, properly maintained and clean.

The Roundhouse

13. In conjunction with the Town Clerk oversee the maintenance of the building

Infrastructure

14. 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.
15. To oversee/inspect any contract for the cutting of highway verges which fall under the maintenance of CCTC; the appropriateness of these operations being regularly discussed.
16. 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.
17. To endeavour to have flood free roads in and around Castle Caryby working with SCC Highway Authority, private landowners and any other appropriate body.
18. 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 Castle Cary 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 through the footpaths officer, 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 Castle Cary 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 Castle Cary residents to engage with the 'appearance' and ambience of their Town in as many ways as possible.

Finance Committee Terms of Reference

In conjunction with the Town Clerk/Assistant Clerk the Finance Committee will:

1. Be an 'official' and trusted source of financial information for the Council
2. Provide financial analysis for decision making purposes to the Committees when required
3. Bring to Full Council areas for discussion with supporting documentation and recommendations.
4. Ensure the asset register is updated
5. Oversee the regular tendering of insurance and utilities
6. The management of tender procedures for services provided by outside contractors in conjunction with the relevant committee.
7. To oversee the management of all council contracts
8. Check that the Council is obtaining value for money in all areas
9. Regularly review the Councils Financial Standing Orders
10. Advise on the Council's policy and approach to Financial Risk Management and present the annual review to Full Council
11. Undertake the Annual Review of internal audit for inclusion in the annual governance statement
12. Test the soundness of the Council's finance system
13. Recommend the format of internal financial reports
14. Bring to Trustees of the Pither Trust areas for discussion with supporting documentation and recommendations.
15. Support and advise on the preparation of grant applications by both the Council and its charities.

16. To administer grant applications and make recommendations to Full Council
17. Manage the Councils investment strategy for approval at Full Council.
18. Oversee the Councils disaster recovery plan
19. Oversee the Councils IT infrastructure

Chair of Finance Committee 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 and precepting processes are completed in an accurate and timely manner

Castle Cary Town Council

Human Resources Committee Terms of Reference

Purpose: To support the efficient, effective and happy functioning of the Town Council team including all paid full and part time staff, regular volunteers and councillors (both elected and co-opted).

Main responsibilities – “To ensure either by direct action or by agreed delegation, where appropriate.”

1. The appointment and ongoing management of paid full time and part time staff and regular volunteers.
2. To ensure appropriate induction and training of all new paid staff, Councillors and volunteers
3. To assess the need for and arrange the appropriate training for councillors, volunteers and paid staff and update the training log.
4. To ensure the annual review and development of all paid employees is completed.
5. The application, if necessary, of appropriate grievance and disciplinary procedures in respect of paid staff and regular volunteers.
6. The annual review of the rates of pay and conditions of service of paid staff.
7. To review all HR policies on behalf of the Town Council.
8. Working with the clerk to monitor and implement changes to employment legislation as required.

Note: The Council’s Standing Orders define the operating procedures of the Committee

Castle Cary Town Council

Market House Management Working Group Terms of Reference

1. To manage the use of the Shambles, Undercroft, Cobbles and associated market activities on behalf of Castle Cary Town Council.
2. To develop policies and practices which reflect the Council's Vision for the Market House facilities.
3. To manage the finances of the facilities in a fair and open way which balances community use and access for all against maximised income.
4. To enjoy reasonable delegated powers from Castle Cary Town Council, in making decisions. These powers to be defined by the Town Council, and reviewed on an annual basis.
5. In particular, to set and review lettings charges, to accept or reject specific bookings or groups, deal with bad debts, resolve any conflicts of use, and make any other day-to-day decisions associated with the running of the facilities, always according to the policies and practices developed by the group and agreed by the Council.
6. To oversee the work of any persons employed specifically to manage the letting of the Market House facilities (the Shambles, Undercroft and Cobbles) and to support volunteers assisting with this work.
7. To report back to CCTC at their full Council Meetings on a quarterly basis on income and expenditure, level of usage, and any major maintenance issues.

Castle Cary Town Council

Planning Committee Terms of Reference

On behalf of the full council the planning committee is mandated to:

- a. Meet monthly
- b. Investigate, consider make recommendations and vote to support or otherwise all planning applications sent to the town council by SSDC Planning Department.
- c. Take the lead in general conservation issues and have due regard to planning applications within a conservation area or for buildings which are listed.
- d. Investigate and promote the town council view both to the public and SSDC on any proposed larger scale development linked to the towns future size and make-up (framework)
- e. Attend Area East Planning Committees or other SSDC sponsored meetings where issues involving or of interest to the town are discussed.
- f. Ensure all recommendations reach the appropriate SSDC planning officer in a timely fashion.
- g. Encourage more public involvement in general planning issues
- h. Publish locally the recommendations made relating to planning applications

Full Council

Full council will direct the planning committee to investigate and provide recommendations on issues relating to conservation, town future framework and complaints or views expressed by local residents.