

# Castle Cary Town Council Terms of Reference

Castle Cary is a 'Fair Trade' Town



**Purpose:** To define the Terms of Reference for all Castle Cary Town Council Committees

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# Castle Cary Town Council Terms of Reference



## General Terms of Reference applicable to all Committees

1. There shall be a minimum of 5 meetings of each committee per year.
2. At its meeting after the Annual Council Meeting every committee will appoint its Chairperson, (and Vice-Chairperson if deemed necessary).
3. A minimum number of members present at a meeting of either a committee for there to be a quorum shall be 3 Councillors.
4. All Councillors may attend all meetings of committees and have the right to vote at the meeting.
5. The main committees will comprise at least 5 members, all of whom must be Councillors but representatives from the community may be 'lay' members of the committee. 'Lay' members may not vote but can add to the discussion and decision-making processes with the approval of the Chair and members of the committee. The chair of a committee will have the casting vote. The Chair of the Committee shall be a Town Councillor
6. An agenda for committee shall be issued, to all Councillors and lay members at least 6 days prior to the meeting. Full Council and committee agendas will be issued publicly.
7. All committee meetings shall be open to the public.
8. Every committee meeting shall be minuted and the draft minutes issued to all Councillors and lay members, within 10 working days of the committee 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 shall liaise with other committees, as required, where projects overlap.
10. Each committee 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 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 its work.
14. Each committee 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 affect Castle Cary.
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 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

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committee meeting. ( For example: Big Christmas, Fairfield & Neighbourhood Plan)

17. Matters delegated to any committee may be referred back to Council at the request of the Chair of Council, the Clerk or Chair of Committee.
18. Any unresolved differences between committees shall be resolved at full Council.
19. Each committee Chair, or Vice-Chair in their absence, shall report key committee discussions, decisions and spending at each full Council meeting.
20. Each committee shall establish a written, annual committee 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 Chair and Vice Chair 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. With the approval of full Council each committee may seek to acquire external funding for approved projects where appropriate.
23. Each committee has delegated power to manage its budget. 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.
24. 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. All correspondence must be copied to the Town Clerk.
27. 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.
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.

# **Castle Cary Town Council Terms of Reference**

## **Marketing, Communications and Human Resources Committee**

The purpose of the Marketing, Communications and Human Resources 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. 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).

### **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 the Castle Cary websites and the Council's Face Book accounts.

### **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.

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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.
19. Support youth services provided for the local community.

### **Marketing of Castle Cary:**

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

### **Market House:**

23. To manage the use of the Shambles, Undercroft, Cobbles and associated market activities on behalf of Castle Cary Town Council.
24. To develop policies and practices which reflect the Council's Vision for the Market House facilities.
25. 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.
26. In particular, review lettings charges and recommend to Full Council any changes to the charging rates, 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.
27. 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.
28. 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
29. To support the Tuesday market steering group with decisions about the stalls according to the Council's terms & conditions.
30. To manage the finances of the Market House facilities in a fair and open way which balances community use and access for all, against maximised income, in conjunction with the Finance & Management Committee.

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## Human Resources:

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 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. The application, if necessary, of appropriate grievance and disciplinary procedures in respect of paid staff and regular volunteers.
5. The annual review of the rates of pay and conditions of service of paid staff.
6. To review all HR policies on behalf of the Town Council.
7. Working with the Clerk to monitor and implement changes to employment legislation as required.

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## **Properties and Infrastructure Committee**

**The aims of the Properties & Infrastructure Committee are to:**

1. Maintain and improve Town Council owned /rented land and property;
2. Ensure the Town Council owned/rented land and property is always made available as appropriate, for the benefit of the residents of Castle Cary
3. 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**

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**

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

### **Cemetery and Cemetery Chapel**

3. 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
4. Oversee the grounds maintenance contract for the cemetery
5. 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
6. Review the level of charges levied for the use of the Cemetery facilities.

### **Donald Pither Memorial Field (on behalf of the Donald Pither Memorial Ground Charity):**

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 sports areas and ensure safety inspections are carried out by the appropriate safety advisors.

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9. 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.

### **Play Area:**

10. The Property & Infrastructure Committee will oversee the condition of the play areas and ensure safety inspections are carried out by the appropriate safety advisors
11. 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.
12. In conjunction with the Town Clerk, oversee replacements and plan future operation of the recreation areas in Castle Cary.

### **Fairfield:**

13. In conjunction with the Town Clerk, Ansford Parish Council and Fairfield group oversee maintenance and enhancement of the area.

### **The War Memorial and The Horsepond:**

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

### **The Roundhouse**

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

### **Infrastructure:**

1. Liaise 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.
2. 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.
3. 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 Highways Authority.
4. To endeavour to have flood free roads in and around Castle Cary by working with SCC Highways Authority, private landowners and any other appropriate body
5. To work pro-actively with the SCC Highways Authority, the Highway Agency and the Police to ensure speed limits are met on all our roads.

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### Public Lighting:

6. Liaise with the relevant authority and their contractors, over the on-going maintenance of the existing public lighting on the highways around the town.
7. 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.
8. To ensure the appropriate provision and maintenance of lighting to serve all lands controlled by the Town Council.

### Footpaths, Cycle Routes, Bus Routes:

- 9 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 parents/carers and those with limited mobility and their carers, including the monitoring and keeping footpaths clear of dog fouling, other noxious litter and other obstructions such as parked vehicles.
- 10 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.
- 11 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.
- 12 Liaise with public and private businesses to promote and improve public transport.

### General Amenity:

- 13 To encourage Castle Cary residents to engage with the 'appearance' and ambience of their Town in as many ways as possible.

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## Finance and Management Committee

In conjunction with the Town Clerk/Deputy 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 Council's 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 Council's investment strategy for approval at Full Council.
18. Oversee the Council's disaster recovery plan
19. Oversee the Council's IT infrastructure
20. To manage the finances of the Market House facilities in a fair and open way which balances community use and access for all against maximised income in conjunction with the Marketing, Communications and HR Committee

### Chair of Finance Committee

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

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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.

### **Planning Committee**

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

1. Meet monthly
2. Investigate, consider make recommendations and vote to support or otherwise all planning applications sent to the Town Council by SSDC Planning Department.
3. Take the lead in general conservation issues and have due regard to planning applications within a conservation area or for buildings which are listed.
4. 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)
5. Attend Area East Planning Committees or other SSDC sponsored meetings where issues involving or of interest to the town are discussed.
6. Ensure all recommendations reach the appropriate SSDC planning officer in a timely fashion.
7. Encourage more public involvement in general planning issues
8. Publish locally the recommendations made relating to planning applications

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.