



Shepton Mallet Town Council

Terms of Reference

Committees

Sub-Committees

Working Groups

Reviewed 15th May 2018

18. Shepton Mallet Town Council

Terms of Reference – Committees

Sub-Committees and Working Groups

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2 Policy & Resources Committee

2.1 Membership

2.1.1 Nine Members plus Chairman and Vice Chairman (ex-officio)

2.1.2 Membership shall be increased to include Chairman of Committees as and when necessary for items such as setting the Budget

2.2 Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:-

2.2.1 Allocation of grants and donations within the agreed criteria and budget of the Town Council;

2.2.2 All financial matters except the setting of the Precept or borrowing of money;

2.2.3 Staffing, establishment and general matters;

2.2.4 To set up such sub committees and working groups as necessary

2.2.5 Matters referred by the Town Council or those not specific to another committee;

2.2.6 Administration of the lease / maintenance of the Council offices and other properties owned by the Town Council;

2.2.7 To liaise with the primary and secondary tiers of local authority, and the Neighbourhood Plan Steering Group on the continuing regeneration and re-development of the town centre and its services.

2.3 Referred Business

The Committee will consider and make recommendations to the Town Council on the following matters:

2.3.1 Budget estimates, to be prepared no later than November of each year;

2.3.2 All matters of policy;

2.3.3 Monitor the performance of the Council and make recommendations as appropriate;

2.3.4 Monitor income and expenditure within the Budget Estimates approved by the Council and make the necessary recommendations;

2.3.5 Monitor expenditure proposed by other committees included in the current Budget Estimates;

- 2.3.6 Any other matters referred to the Policy & Resources Committee by the Town Council which is not within the terms of their reference

3 Open Spaces Committee

3.1 Membership

Six Members plus Chairman and Vice Chairman (ex-officio)

3.2 Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:-

- 3.2.1 Administration, maintenance and use of allotments;
- 3.2.2 Setting of fees and conditions of use, and provision of equipment for areas under its control
- 3.2.3 Liaison with community organisations which have an interest in recreational facilities in the town;
- 3.2.4 Equipment within the area of its responsibilities and not under the control of any other committee;
- 3.2.5 To consider new or replacement street furniture, provision and installation of Christmas Lights;
- 3.2.6 To oversee and supervise the provision of youth activities such as the Skate Park BMX Track and other Youth Club Projects.
- 3.2.7 To review the effectiveness of CCTV and represent the council at the respective forum meetings;
- 3.2.8 To consider matters relating to town centre events organized either by the Town Council or other organisations;

3.3 Referred Business

To consider and make recommendations to the Town Council and / or Policy & Resources Committee on the following matters:-

- 3.3.1 Budget estimates to be prepared no later than November each year;
- 3.3.2 Provision of additional recreational facilities deemed necessary or desirable;
- 3.3.3 Provision and maintenance of new land for allotments;
- 3.3.4 Provision of new children's play equipment and recreational sites;
- 3.3.5 Improvement to the delivery of services following service review

3.3.6 Any other matters referred to the Open Spaces Committee by the Town Council

4. Town Development & Planning Committee

4.1 Membership

Six Members plus Chairman and Vice Chairman (ex-officio)

4.2 Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:-

- 4.2.1 At three weekly meetings to consider all planning applications sent for consultation from Mendip District Council;
- 4.2.2 To comment on behalf of the Town Council on planning applications;
- 4.2.3 To deal with requests for street naming;
- 4.2.4 To deal with consultation on request for street trading licenses and to deal with matters pertaining to Licensing Acts;
- 4.2.5 To make observations as necessary, to the responsible authority or organization on matters affecting the environment and public transport in the town;
- 4.2.6 To consider and resolve issues affecting roads, highways, development, environment or relating to planning matters upon which the Town Council is consulted or in which to the Town Council has an interest;

4.3 Referred Business

To consider and make recommendations to the Town Council on the following matters:-

- 4.3.1 All planning applications of a major strategic nature;
- 4.3.2 Consultation on Local and Structure Plans, Waste and Mineral Plans;
- 4.3.3 Budget estimates to be prepared no later than November each year;
- 4.3.4 All major developments proposals affecting the environment of the town centre and the town as a whole;
- 4.3.5 Developments, which, in the opinion of the Committee would be of benefit to the town;
- 4.3.6 Footpaths, bridle ways and rights of way.

5 Collett Park Management Committee

5.1 Membership

Seven Members plus Chairman and Vice Chairman (ex-officio)

5.2 Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:-

- 5.2.1 Administration, maintenance and use of the Collett Park in its entirety;
- 5.2.2 Setting of fees and conditions of use, provision of equipment for areas under its control
- 5.2.3 Liaison with community organisations which have an interest in recreational facilities in the town;
- 5.2.4 Equipment within the area of its responsibilities and not under the control of any other committee;
- 5.2.5 To consider new or replacement equipment or furniture
- 5.2.6 To oversee and supervise the provision of all ability activities
- 5.2.7 To oversee any administration requirements of the Charity Commission
- 5.2.8 To organise an Annual Meeting of the Charity and any such other meetings deemed necessary

5.3 Referred Business

To consider and make recommendations to Town Council and / or Policy & Resources Committee on the following matters:-

- 5.3.1 Budget estimates to be prepared no later than November in each year in order to advise the Town Council of the Annual Grant Requirements;
- 5.3.2 Provision of additional recreational facilities deemed necessary or desirable within the park;
- 5.3.3 Provision and / or improvement to the structural area of the Park;
- 5.3.4 Improvement to the delivery of services following service review;
- 5.3.5 Any other matters referred to the Collett Park Management Committee by the Town Council.

6. Market Cross Management Committee

6.1 Membership

Five Members plus Chairman and Vice Chairman (ex-officio)

6.2 Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:-

- 6.2.1 Administration, maintenance and use of the Market Cross in its entirety;
- 6.2.2 Setting of conditions of use, provision of equipment for areas under its control
- 6.2.3 Liaison with community organisations which have an interest in the maintenance of the Monument;
- 6.2.4 To consider new or replacement equipment or furniture
- 6.2.5. To oversee and supervise the provision of all ability activities
- 6.2.6 *To oversee any administration requirements of the Charity Commission*
- 6.2.7 *To organise an Annual Meeting of the Charity and any such other meetings deemed necessary*

6.3 Referred Business

To consider and make recommendations to Town Council and / or Policy & Resources Committee on the following matters:-

- 6.3.1 Budget estimates to be prepared no later than November in each year *in order to advise the Town Council of the Annual Grant Requirements;*
- 6.3.2 Provision of additional facilities deemed necessary or desirable within the environs of the Market Cross;
- 6.3.3 Provision and / or improvement to the structural area of the Market Cross;
- 6.3.4 Any other matters referred to the Market Cross Committee by the Town Council.

7. Personnel & Staffing Sub – Committee

7.1 Parent Committee

Policy & Resources Committee. The Sub-Committee will meet on an “as required” basis

7.2 Membership

7.2.1 Five Members plus one reserve.

7.2.2 Members wishing to serve on this Sub-Committee should provide a brief summary of their qualifications and expertise in the area of personnel matters. These will then be placed before a meeting of the Town Council for a decision as to membership. Members of the Sub-Committee will be provided with training on an ongoing basis, which they will be expected to undertake.

7.3 Delegated Business

7.3.1 To consider, and bring to a final conclusion any matters emanating from Grievance and Disciplinary procedures contained in the Contract of Service applicable to all members of staff employed by the Town Council.

7.3.2 To discuss with the Town Clerk, and staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures and make recommendations to the Policy & Resources Committee.

7.3.3 Any other personnel matters delegated by the Policy & Resources Committee of the Town Council.

8. Grievance Sub Committee

8.1 Parent Committee

The Town Council. The sub committee will meet on “a required basis”

8.2 Membership

Three members elected by the Town Council and chaired by the Town Council Chairman

8.3 Delegated Business

The Sub Committee will consider in conjunction with the Town Council as and when necessary any grievances raised by members of staff.

9 Appeals Sub Committee

9.1 Parent Committee

The Town Council. The sub committee will meet on “a required basis”

9.2 Membership

Three members elected by the Town Council and chaired by the Town Council Vice-Chairman

9.3 Delegated Business

The Sub Committee will consider in conjunction with the Town Council as and when necessary any appeals raised by members of staff.