

## **“GROUNDS AND ENVIRONMENTAL SERVICES” COMMITTEE**

### **TERMS OF REFERENCE**

1. Prepare budget proposals for revenue and capital expenditure in the following financial year and submit to the Policy and Committee.
2. Oversee the management of parks, open spaces and play areas under the control of the Council.
3. Manage and maintain all buildings located within the Council’s parks and open spaces.
4. Exercise the Town Council's powers to acquire maintain, provide, contribute towards expenses of burial grounds, cemeteries, monuments and memorials.
5. Exercise the Town Council’s powers to maintain, repair, protect and adapt War Memorials.
6. Provide and manage allotments.
7. Provide and maintain public conveniences, notice boards, litter bins etc. within the Council’s parks and open spaces.
8. Recommend and review (if required) byelaws in the Council’s parks and open spaces.
9. Establish Sub-Committees or Task and Finish Groups to progress/deliver specific projects.
10. Respond, on behalf of the Town Council, to consultation documents relevant to the activities of the Committee.
11. Review and promote community engagement and development.

Approved by Council 27 June 2016



## **CULTURAL & ECONOMIC SERVICES COMMITTEE**

### **TERMS OF REFERENCE**

1. Prepare budget proposals for revenue and capital expenditure in the following financial year and submit to the Policy and Committee.
2. Oversee the management and maintenance of the Council facility known as the Teenage Advice and Information Centre (TACTIC) and youth service provision.
3. Provide and keep under review the provision of an annual programme of community events and services.
4. Keep under review the need for additional community facilities and make recommendations to Council as to how to satisfy such need.
5. Matters relating to the Leighton Buzzard Street Market.
6. Matters relating to the town centre Public Conveniences.
7. Matters relating to the provision of visitor attraction assets and communication (i.e. Children's Trail and new electronic variable signage / Architectural lighting scheme).
8. Establish Sub-Committees or Task and Finish groups to progress/deliver specific projects.
9. Respond, on behalf of the Town Council, to consultation documents relevant to the activities of the Committee.
10. Review and promote community engagement and development.

Approved by Council 27 June 2016



## **POLICY AND FINANCE COMMITTEE**

### **TERMS OF REFERENCE**

- 1 Make recommendations to Council on the conduct of its own business - including Standing Orders, Committee organisation and membership and calendar of meetings.
- 2 Make recommendations to Council on policies, objectives and priorities.
- 3 Establish Sub-Committees, as appropriate.
- 4 Without detracting from the duties and responsibilities of the other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service.
- 5 Advise on the making of any byelaws not specifically the responsibility of any other Committee or principal authority.
- 6 Review the draft Annual Report prior to submission to Full Council.
- 7 Matters relating to the Council's offices.
- 8 Oversee the Council's publicity and communications.
- 9 Matters relating to staff including staffing resources and structures.
- 10 Produce and monitor a scheme of performance review.
- 11 Consider local policy issues affecting community safety and monitor Operation Dodford.
- 12 Respond, on behalf of the Town Council, to consultation documents relevant to the activities of the Committee.
- 13 Consider and make recommendations on any matters referred to it by the Council or other Committees.
- 14 Deal with any matter not specifically allocated to any other Committee.

### **Finance**

- 15 Recommend to Council and continuously monitor and review the :

- System of financial regulation and control (in accordance with legislation and the Council's adopted Financial Regulations and Standing Orders).
  - Management of financial resources.
  - Investment policy.
  - Level of reserves (general, earmarked and Section 106 funds).
- 16 Approve (or otherwise) items of proposed expenditure (or reduction in income) for which no provision has been made in the approved budget.
  - 17 Write-off irrecoverable amounts.
  - 18 Consider and recommend to Council the financial implications and funding of any major capital works.
  - 19 Prepare and submit to Council budgets of income and expenditure for each financial year after considering estimates submitted by the other Committees.
  - 20 Consider and recommend to Council a capital programme.

#### **Audit, Risk Management and Insurance**

- 21 Receive and consider reports from the Internal Auditor, External Auditor, Health and Safety Consultant, Human Resources Consultant and make recommendations as to any relevant policy changes.
- 22 Review all aspects of corporate governance including internal controls.
- 23 Monitor and review the Council's insurance policy.
- 24 Monitor and review risk management and health & safety issues.

#### **Democratic**

- 25 Approve Member attendance at training events, seminars, conferences, meetings.
- 26 Approve matters relating to civic functions and the role of the Town Mayor.
- 27 Receive details of the Town Mayor's accounts.

Approved by Council 27 June 2016



## **PLANNING & TRANSPORT COMMITTEE**

### **TERMS OF REFERENCE**

- 1 Consider and respond to all planning applications within the Parish submitted by Central Bedfordshire Council and subsequently advise Central Bedfordshire Council of the Town Council's views.
- 2 To receive any verbal/written comments of objection or support from Members of the public and Ward Councillors as provided by Standing Orders.
- 3 Consider local plans, proposed listed buildings, conservation area applications, tree preservation orders and building preservation orders.
- 4 Respond to all consultation requests relating to minerals and waste, planning related policy documents and other relevant statements/proposals emanating from either National Government/Organisations or other local authorities/organisations.
- 5 Consider and respond to all new or amended licensing applications within the Parish.
- 6 Suggest areas requiring traffic calming and road repairs.
- 7 Work with Central Bedfordshire Council to secure partnership funding for highways schemes.
- 8 Continue to develop a dialogue with providers of public transport to seek improvement to the quality and level of services.
- 9 Liaise with relevant Authorities and bodies on projects such as Travel Choices and the Station Travel Plan and to promote sustainable transport within the Parish.
- 10 Respond, on behalf of the Town Council, to proposals from other authorities relating sustainable transport.
- 11 Authority to approve expenditure from the Highways Schemes budget (409/4800) (as resolved by Council on 28 September 2015: minute reference 035 (i)).

### **DELEGATED POWERS TO OFFICERS - PLANNING**

1. Delegated applications include all applications received for consultation purposes including all planning applications, advertisement and signs.

2. All delegated decisions, which are recommended for approval, will be detailed, in writing, to Members of the Planning Committee in a report that will be tabled on the night of the meeting of that Committee.
3. A list of proposed delegated decisions will be circulated to all Councillors. If a Councillor wishes an application to be decided by the Committee, a written request must be made to the Town Clerk prior to the meeting.
4. Occasionally it may be necessary to refer certain planning applications to another standing Committee for comment, or to hold a joint meeting of the Planning Committee with another standing Committee.
5. No planning application can be delegated which falls into the following categories :
  - (a) To which a written objection from a member of the public has been received by the Town Council.
  - (b) Any application for more than five dwellings (including flats, apartments and maisonettes).
6. The Town Clerk, or his/her nominated officer, must be cognizant of the application – its location and the possible planning considerations.

*Approved by Council 27 June 2016*

## **PARTNERSHIP COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Purpose**

- 1.1 To serve as a partnership forum for all those involved in initiatives impacting on the Parish to consult with each other and co-ordinate their activities so as to realise their aspirations for the Parish and the town centre.
- 1.2 To set the broad direction of the partnership, taking into account the needs of the town centre's customers, employees, residents, visitors, traders, property owners and developers.

#### **2. Objectives**

- 2.1 Work towards improving the economic, social, environmental and cultural vitality of Leighton Buzzard and Linslade.
- 2.2 Prepare and maintain a Town Centre Strategy and Action Plan to help and encourage appropriate town centre and town development, for approval by the Town Council and Central Bedfordshire Council.
- 2.3 To deliver the Big Plan, recognising the context of the Local Development Framework and related planning processes including:
  - informing and advising the relevant committees of the local authorities on all aspects of their responsibilities for the town centre and its environs;
  - consulting, co-ordinating and communicating the infrastructure needs of Leighton Buzzard and Linslade to the relevant local authorities; and
  - working in partnership with relevant bodies to achieve the delivery of new infrastructure.
- 2.4 Co-ordinate the activities of the various town centre service providers and those responsible for meeting the needs of the town centre including:
  - identifying appropriate funding opportunities for the furtherance of town initiatives;
  - undertaking and co-ordinating marketing and promotional work for the town centre; and
  - leading on all matters relating to the physical environment of the Town e.g. Christmas lights, floral displays, hanging baskets etc.
- 2.5 Establish sub-committees and task groups to progress/deliver specific proposals in town development strategies.

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### **3. Membership**

3.1 The core membership to comprise:

- 5 Central Bedfordshire Council appointed Councillors; and
- 5 Leighton-Linslade Town Council appointed Councillors.

3.2 Representatives of local interest groups will be invited to attend its meetings as non-voting members.

3.3 CBC Councillors should be from wards within Leighton-Linslade, or immediately adjacent to.

3.4 All Councillors should have the interests of the town as a priority, not their own wards.

### **4. Chairman**

4.1 The Chairman and Vice-Chairman shall be elected from and by the Committee's core membership.

4.2 The elected Chairman and Vice-Chairman will hold the post for a period of one year, after which they will stand for re-election

### **5. Secretariat**

5.1 Leighton-Linslade Town Council administers the Committee, which is governed by the Town Council's Standing Orders.

### **6. Decision-making arrangements**

6.1 The annual budget shall be developed by the Committee and recommended to the Town Council and Central Bedfordshire Council for approval, only where Central Bedfordshire Council makes funding available in any financial year.

6.2 Thereafter, the Committee will make decisions at its meetings. Decisions will be made by consensus whenever possible. However, if no consensus can be reached, a majority vote, based on one vote per core member, will carry the decision, with the Chair having the casting vote if the vote is equal.

6.3 The Committee will delegate operational decision-making to smaller working groups as necessary and appropriate.





## **SUB-COMMITTEES**

### **TERMS OF REFERENCE 2018-2019**

#### **POLICY AND FINANCE COMMITTEE**

##### **Grants & Awards Sub-Committee**

1. To approve or refuse grant applications, in accordance with Council policy.
2. To consider other requests for funding from the Town Council and where appropriate, make recommendations to Policy & Finance accordingly.
3. To consider and make recommendations in respect of the annual Honorary Burgess award, in accordance with Council policy.
4. To consider options in respect of nominations for other award schemes, as appropriate.

##### **Disciplinary, Grievance and Appeals**

Delegated powers to hear and action, as appropriate, employee grievances, appeals and disciplinary matters when referred by the Town Clerk.

##### **Community Safety Sub Committee**

1. To co-opt non-voting members who are deemed to be able to make a contribution to local issues affecting community safety.
2. To make recommendations to the Policy and Finance Committee relating to the use of Council funds for activities and initiatives that will enhance community safety within the Parish.
3. To receive reports from Bedfordshire Police on local operational matters with specific reference to the work of Safer Neighbourhood Teams.
4. To receive reports on the work of officers participating in Operation Dodford and to make recommendations to the Policy and Finance Committee on the financing and work of that initiative.
5. To support schemes such as Neighbourhood Watch, Home Watch, Street Watch and Speed Watch within the Parish.

6. To have oversight of the Town Council's contribution to the work of Central Bedfordshire's Community Safety Partnership.

### **Personnel Sub-Committee**

1. Overview of staffing structure and staffing budget, ensuring that it is commensurate with objectives of the Council.
2. Review staff sickness absence at least once per year.
3. To form a panel comprising three Councillors to undertake the Town Clerk's annual performance appraisal, including target setting and identifying training needs.
4. Ensure Council employees are working in a safe environment.
5. Review all new and revised policies and procedures affecting employees and make recommendations to the Policy and Finance Committee.
6. Review Job Description and Statement of Main Terms and Conditions of Town Clerk.
7. Where appropriate, to consider matters relating to the Town Clerk's employment including training, overtime, annual leave and sickness absence. Informally hear any grievances raised by the Town Clerk.
8. Informally advise the Town Clerk on any disciplinary matters.
9. Support the Town Clerk in succession planning for key senior staff.
10. Recruitment and/or termination of contract for the Town Clerk and other senior members of staff.
11. To consider and where appropriate, approve proposed minor amendments in staffing structure, where proposed changes are within existing salary budgets and will not have any adverse impact upon existing employees.
12. To monitor and make decisions regarding contracts & service level agreements relating to employment matters, where these are within existing budgets.

## **CULTURAL & ECONOMIC SERVICES COMMITTEE**

### **Markets Sub-Committee**

To work with the Market Manager in setting policies, rules, regulations and charges for the running of the Street Market.

Approved by:  
Policy & Finance Committee on 30 July 2018