



## **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. Standing committees may authorise expenditure from the annual revenue budget from codes within their areas of responsibility and may also authorise expenditure from earmarked reserves under the management of that committee, for appropriate purposes (i.e. services, activities and projects for which there is a specific and relevant Council/committee resolution, for which the Council has a legal power or duty and for matters which may lawfully be delegated to a committee).  
Standing committees may have authority to spend monies from Future Projects earmarked reserves where the specific project has been approved by Council (through the five year financial plan) and the project delivery has been delegated to that committee. Should there be any doubt as to the authority of a committee to approve expenditure from an earmarked reserve, then such authority must be sought from Policy & Finance Committee or Council.
3. Oversee the management and maintenance of the Council facility known as the Teenage Advice and Information Centre (TACTIC) and youth service provision.
4. Provide and keep under review the provision of an annual programme of community events and services.
5. Keep under review the need for additional community facilities and make recommendations to Council as to how to satisfy such need.
6. Matters relating to the Leighton Buzzard Street Market.
7. Matters relating to the town centre Public Conveniences.
8. Matters relating to the provision of visitor attraction assets and communication (i.e. Children's Trail and new electronic variable signage / Architectural lighting scheme).
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 16 May 2022

## **“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. Standing committees may authorise expenditure from the annual revenue budget from codes within their areas of responsibility and may also authorise expenditure from earmarked reserves under the management of that committee, for appropriate purposes (i.e. services, activities and projects for which there is a specific and relevant Council/committee resolution, for which the Council has a legal power or duty and for matters which may lawfully be delegated to a committee).

Standing committees may have authority to spend monies from Future Projects earmarked reserves where the specific project has been approved by Council (through the five year financial plan) and the project delivery has been delegated to that committee. Should there be any doubt as to the authority of a committee to approve expenditure from an earmarked reserve, then such authority must be sought from Policy & Finance Committee or Council.

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

12. Review and promote community engagement and development.

Approved by Council 16 May 2022



## **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)).
- 12 Authority to approve expenditure from the Highways Schemes earmarked reserve.

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

1. Delegated applications may 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 list circulated with the meeting agenda.
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 should 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 16 May 2022*



## **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 Monitor and recommend to Council the write-off of 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.
- 21 May authorise expenditure from any revenue budget or reserve.

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

- 22 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.
- 23 Review all aspects of corporate governance including internal controls.
- 24 Monitor and review the Council's insurance policy.
- 25 Monitor and review risk management and health & safety issues.

#### **Democratic**

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

Approved by Council 16 May 2022

## **Town Joint Committees: Terms of Reference Final version**

### **Purpose**

1. To influence decisions and help shape initiatives and their delivery for the benefit of the whole town taking into account the needs of the town, customers, employees, residents, visitors, traders, property owners and developers.
2. To develop and encourage public participation and engagement and take into consideration the resident voice in the work of the Town Joint Committee

### **Objectives**

1. Help improve the economic, social, environmental and cultural vitality of the town
2. Ensure a partnership and collaborative approach to achieve the delivery of town regeneration, including influencing Section 106 funding received for town improvements and community facilities.
3. Opportunities to delegate funding decisions to the Town Joint Committees should be explored, such as Section 106 received to spend on community facilities.
4. The Town Joint Committee will make decisions on any joint funding allocated to it.
5. Influence and help shape strategies / plans that impact on the future viability of the town.
6. Provide a forum for briefing Members of the Town Joint Committee on all key issues affecting the town, at the discretion of the Chair and Vice Chair.
7. Make recommendations on strategically significant projects to the relevant Council's decision-making committees, including Committees of the Town Council.
8. Develop and maintain joint branding of communication, agendas and minutes.
9. To enable communities to discuss services and influence decisions at the local level as to how these services are delivered
10. To provide a forum for two-way communication about public service delivery and the implementation and effectiveness of policies affecting the town.
11. Promote resilience by encouraging communities to do more for themselves and champion local solutions.
12. Consider the ways in which proposals and initiatives can help to advance equality of opportunity, eliminate discrimination and foster good relations.



## **Membership**

1. Four Councillors from Central Bedfordshire Council and four Councillors from Biggleswade Town Council (Biggleswade Joint Committee).
2. Four Councillors from Central Bedfordshire Council and four Councillors from Houghton Regis Town Council (Houghton Regis Partnership Committee).
3. Five Councillors from Central Bedfordshire Council and five Councillors from Leighton-Linslade Town Council (Leighton-Linslade Partnership Committee).
4. Five Councillors from Central Bedfordshire Council and five Councillors from Dunstable Town Council (Dunstable Joint Committee).

*Who must be elected representatives of the wards.*

5. Two substitutes from each Council will be permitted to attend meetings as full Committee representatives. A Councillor who sits on both CBC and the Town Council can substitute. Central Bedfordshire Council Councillors shall not substitute a Town Councillor on the Town Joint Committee and vice versa.
6. Substitutes for Central Bedfordshire Council Members on the Town Joint Committee must be a ward councillor in the town in the first instance or if not available a substitute must be an Executive Member. Substitutes for the Town Council Members of the Town Joint Committee will be a ward town councillor
7. Members are appointed annually.
8. All Members of the Town Joint Committee should have the interests of the town as a priority, not their own wards.

## **Meetings and Quorum**

1. At least 3 Members from each Council must be in attendance for the meeting to be quorate.
2. Meetings will be held a minimum of once per year and up to 4 per year and take place at venues in the area
3. The Town Joint Committee may also organise extra ordinary meetings at the discretion of the Chairman and Vice Chairman.
4. In addition to the Committee meetings, the Town Joint Committee can organise other forms of engagement to take place such as themed discussions / task and finish groups and community conferences, including joint meetings or events with other Town Joint Committees in Central Bedfordshire.
5. All meetings will be open to the public unless exempt items are discussed

## **Chair and Vice Chair**

1. The Chair and Vice-Chair shall be appointed from and by the Joint Committee's core membership; each Council must be represented in either role.

2. The appointed Chair and Vice-Chair will hold their post for a period of one year , after which they may stand for re-election.
3. The Vice Chair will preside in the absence of the Chair. If neither is present, the Town Joint Committee members in attendance will appoint a Chair from amongst them for the duration of that meeting.
4. The Chair and Vice Chair will be responsible for the content of the Committee agendas and will allow committee members and other stakeholders to submit agenda topics which will be included unless the proposed agenda item is not relevant to the Purpose and/or Objectives of the Town Joint Committee.

#### **Secretariat**

1. Either Council can administer the Town Joint Committee, according to their own Standing Orders. The Town Joint Committee will decide annually which Council is to administer the Committee.
2. Agendas, minutes and press releases will be issued under joint branding.
3. The secretariat will prepare, monitor and keep up to date an annual work plan to set the broad direction and priorities for the Town Joint Committee.

#### **Decision making arrangements**

1. Only members of the Town Joint Committee can vote. Co-opted Members have no voting rights.
2. The Town Joint Committee will not have any decision-making powers regarding planning applications and will not seek to duplicate or hinder the work of Central Bedfordshire Council as the Local Planning Authority.
3. The Town Joint Committee will reach decisions by a simple majority. The Chairman will have the casting vote in the case of a tie.

#### **Co-option**

1. To support engagement with local stakeholders the Town Joint Committee can co-opt members from local representative groups, as appropriate up to a maximum of 15. Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights. Co-opted members can be removed from the Town Joint Committee. ~~by joint agreement of the Chairman and Vice Chairman.~~ Decision making around removals can either be taken by the whole Town Joint committee or by joint agreement of the Chair and Vice Chair, depending on each Town Joint Committee's preference.
2. The list of Co-opted Members should be reviewed annually, by the Town Joint Committee

## **Governance**

1. The Minutes and action log for the Town Joint Committee will be presented both to the relevant Town Council and to Central Bedfordshire Council. The detail of where this will be presented will be determined by the Councils and reported back to the Town Joint Committee.

September 2019

FINAL



# LEIGHTON-LINSLADE TOWN COUNCIL

## **SUB-COMMITTEES**

### **TERMS OF REFERENCE**

#### **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 Community Volunteer awards, 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.
7. To receive reports and review matters in respect of the use of CCTV, including location of Town Council owned redeployable cameras.
8. To actively support the establishment of a policing hub in the parish.

### **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.

Approved by: Policy & Finance Committee on 20 June 2022

## **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.

### **Older Persons Sub-Committee**

To assist with the progression of work on schemes for elderly people and to bring forward detailed recommendations for Committee consideration.

Approved by: Cultural & Economic Services Committee on 13 June 2022