

# Committee Structure and Terms of Reference

Ratified by the Full Council 27 October 2009

## Budget

- ❖ Each Committee sets its budget in October to be included in the council's budget for the forthcoming year
- ❖ In November the Full Council agrees the council budget incorporating the Committee budgets for the forthcoming year
- ❖ Each Committee has full delegated powers to spend within their agreed budget and be responsible for budget monitoring
- ❖ Virement within the committee budgets is at the discretion of the Full Council
- ❖ Additional expenditure not within the committee budget must be referred to the Full Council for approval

## Meeting Dates

The Committee cycle is the beginning of June to the end of May. The year's draft cycle of meeting dates is put to Full Council for approval at the Annual General Meeting in May each year

Should there need to be a change to the calendar due to a meeting being cancelled because of insufficient business to discuss or if a meeting needs to be brought forward due to an urgent item then this would be agreed between the Chairman and Vice Chairman of the Council and the Chairman of the relevant committee

## Council Committees Terms of Reference

'Terms of Reference' of each Council Committee are a guide to Members of the responsibility of each committee and to avoid duplication between committees

All Committees were granted full delegated powers at the meeting of the Full Council, Item 17 on 30 June 2009 and need only present to Council recommendations that have been agreed to need Full Council approval

All Committees are restricted to nine (9) Members. The Full Council can Co-opt Members to Committees with full voting rights

## **Planning & Forward Development Committee**

- ❖ Dealing with all aspects of development in the town
- ❖ Gather public opinions and hearing concerns
- ❖ Advising, commenting and giving an opinion as required
- ❖ Giving the Council's opinion and helping to formulate specific major development policy for the town and Area Regional Plan and Local Development Framework
- ❖ Policy matters to include giving the council's views on all aspects of forward development
- ❖ Consider all planning applications submitted by developers or local residents relating to sites within the town boundaries and as required by statute giving a view to the local Planning Authority relating to each planning application submitted. On some occasions the committee will be required to give an opinion on an application relating to a site outside the town boundaries, where it may be considered to have an impact upon the town itself. In giving such an opinion the committee should consider the advisability of including general statement of acceptance or rejection of each proposal
- ❖ In the case of major development opportunity, helping to formulate with the local Planning Authority a suitable Development brief for the use of possible developer. On occasions when site meetings are arranged by the Planning Authority, it will be desirable that the committee should be represented at such meetings

## **Recreation and Environment**

Dealing with all matters associated with the local environment

- ❖ Matters related to road, footways, footpaths, bridleways etc
- ❖ Cleanliness of the town – litter, refuse collection, street cleansing, street scene etc
- ❖ Responsibility for maintenance, Capital Expenditure in specific parts of the town, Cemetery (Church Road), Allotments (Thetford Road and Church Road), Memorial Garden and Church Walk including Walsingham Gates and Play Ground at Watton Sports Centre and any other Play areas in the future
- ❖ Weekly Market – reviewing and setting rent and rules for stall holders
- ❖ Town enhancement and grounds maintenance
- ❖ Responsible for Street Furniture, capital expenditure and maintenance to include seats, dog bins, waste bins, bus shelters, planters, hanging baskets and concrete rounds

Overview of the Recreation and Environment Budget

## **Buildings and Assets**

Dealing with all aspects of the management of the Council's Buildings and assets other than specifically dealt with by the Recreation and Environment Committee.

### **❖ Wayland Hall**

Responsibility for carrying out the work on the fabric of the building, provision of furnishings and equipment within the building, maintain good working conditions in the office and office equipment and all capital expenditure relating to this and making recommendations to the council on these points

Reviewing hire fees and rules of lettings annually.

Making decisions on disputed points brought to the committee's attention by the office.

### **❖ Clock Tower**

Responsible for capital expenditure for carrying out work on the fabric of the building, provision of furnishings and equipment within the building and making recommendations to the council on these points.

### **❖ Public Toilets**

Maintenance, Refurbishment and cleaning

### **❖ Community Transport**

Community Transport -Town Ambulance, Council Van. Community Car in conjunction with Breckland District Council

### **❖ Industrial Unit**

Internal repair

### **❖ Wayland Luncheon Club (Wayland Hall)**

Responsible for overseeing of the management of the building and facilities.

### **❖ Land**

Land at Richmond Golf Course, Loch Neaton and Sports Centre. An overview of Sports Centre and Loch Neaton as custodian trustees

All other or future assets that may come under the control of the Council not already identified to other committees.

Overview of the Buildings and Assets Budget

## **Policy and Resources**

- ❖ To provide a general overview of the work of the council, its operation and the conduct of its affairs
- ❖ Personnel matters relating to Staff, which is brought to the attention of the committee by the Clerk. (The Clerk being responsible for staffing matters)

The Committee meets only when necessary at the discretion of the Chairman of the Council.

The committee is made up of the Chairman and Vice Chairman of the Council, Committee Chairmen and Vice Chairmen.

## **Health and Safety and Welfare and Risk Assessment**

Health and Safety and Welfare and Risk Assessment of all the Council's property, assets and land held now and in the future will be the responsibility of the Full Council.

In emergency situations the Town Clerk as the Proper Officer is given full delegated power to act in conjunctions with the Chairman of the Council or in his or her absence the Vice Chairman or in his or her absence the Chairman of the relevant committee to repair, renew or remove from danger anything which is causing a health and safety and welfare risk or hazard to staff or public.

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