

## **Newent Town Council & Burial Authority**

### **COMMITTEE Terms of Reference – May 2022**

**(Delegated powers & budget included)  
(updated 28.09.22)**

#### **COMMUNITIES COMMITTEE**

- To make recommendations to the Full Council regarding requirements relating to undertaking the Committee's work.
- To initiate and approve tenders for all aspects within the remit of its role in accordance with Financial Regulations.
- Supporting local businesses to participate in local events, including Markets and Fairs, the Onion Fayre, Christmas Lights, summer activity event, Newent Lake Events and Town Centre based events, Tourist Information Centre. This list is not exclusive.
- Promotion of local events in Newent.
- To co-ordinate the Council's community events programme and consider the provision of community events of the widest possible appeal and accessibility, organised by the Council or in partnership with other organisations, and to establish an annual programme of such events.
- To make recommendations to the Full Council on ways of increasing public participation in local events.
- Determine and develop ways of increasing public participation in Council decision making.

#### **FINANCE & STAFFING COMMITTEE**

- The making of recommendations in respect of financial matters to Full Council.
- Dealing with all matters relating to the general financial administration of the Council.
- Dealing with all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff.
- Dealing with all aspects of the Council's Corporate Governance including External and Internal Audit, and Grants. This list is not exclusive.
- To monitor policies in respect of Financial and Staffing and provide recommendations and monitoring information to Full Council in relation to the budget.
- To receive Auditors' reports and to make recommendations regarding any matters arising from such reports.

- To consider financial grants to organisations.
- To monitor and review the training needs of members and staff to ensure they are met.
- To monitor to ensure that the Council provides a safe working environment with regard to health and safety and other statutory obligations.
- Consider all matters relating to the probationary periods of all new employees, in discussion with the Clerk.
- Carry out any initial personnel investigations and request relevant supporting documents and evidence when appropriate.
- Appointment of employees in accordance with agreed establishment including the appointment of the Clerk and the Responsible Finance Officer.
- Power to terminate the employment of employees of the Council on disciplinary grounds subject to the terms and conditions of service of the employee including the Code of Conduct and Disciplinary Rules and Procedure applicable.
- To recommend a budget and proposed Precept to Full Council annually.
- To be bank signatories to the Town Council Banking system.

### **PLANNING and ENVIRONMENT COMMITTEE**

- The making of representations to the Local Planning Authority on applications for planning permission which has been notified in accordance with relevant legislation and in emergencies.
- The making of representations in respect of appeals against the granting/permission or refusal of planning permission.
- The making of representations to consultations that affect the town from other organisations and authorities as appropriate.
- To undertake street naming under powers delegated by Gloucestershire County Council or the Forest of Dean District Council, and to make representations regarding house naming and street numbering.
- To consider and monitor strategic, County, and other developmental plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders which impact upon Newent, and the making of all appropriate representations.
- To contribute towards the development and implementation of the Council's Policies, strategies, and business plans.
- To oversee implementation of actions agreed by the Council to address the climate emergency in accordance with the approved Climate Framework. This includes advising on waste and environmental damage and the reduction of plastic use.

- To consider and comment on all environmental matters and work in partnership with other Councils, agencies, and groups to secure improvements in the physical environment.
- To consider all matters relating to Community Safety and contribute towards initiatives which reduce crime and antisocial behaviour.
- To liaise with Gloucestershire Police, Fire Service, and other statutory and voluntary services in relation to emergencies, as guided by Newent Town Council's Emergency Plan.
- To develop ways of increasing public participation in Council decision making.
- To have an overview of the Newent Neighbourhood Development Plan (NNDP).
- To consider and comment on all Highways matters and contribute towards improving the local transport infrastructure.

### **REGENERATION COMMITTEE**

- To make recommendations to the Full Council regarding requirements relating to undertaking the Committee's work.
- Dealing with all matters Allotments; Cemetery Lodge, Cemetery, Market House, open Spaces, Arboretum, Newent Lake and Office Accommodation Chapel Mortuary, Library Car Park, this list is not exclusive.
- The Committee is responsible for any hiring or letting policies for open space and accompanying buildings in accordance with Financial Regulations.
- To liaise, when required, with those parties with an interest in the recreation areas, play areas, the town's open spaces, amenity land and children's play areas.
- To liaise with the Trustees of the Recreation Ground to enable local provision to be supported, maintained, and developed, accordingly.
- Make recommendations on new facilities, sale of assets, or loan agreements to the Full Council.
- Committee will monitor annual risk assessments for open space use and the accompanying buildings in line with the insurance requirements.
- The Chairman of the Committee, together with the Chairman of the Council, shall have the delegated power to cancel any event held on Council Open Space/land due to inclement weather, ground conditions, health and safety or concerns identified and raised by Officers within Newent Town Council.
- The Regeneration Committee Terms of Reference be no fewer than seven members, with a quorum of four members, the meeting Chairperson to have a casting vote, if necessary, to allow business to proceed unhindered.