

Terms of Reference



1 TOWN COUNCIL

The Town Council is the final authority on matters of policy and the powers of duties exercised by the Council. The Town Council will be solely responsible for the following specific functions: -

- (1) The power to issue a precept.
- (2) The power of raising loans.
- (3) The power of incurring capital expenditure not specifically included in the Council's approved estimates of expenditure for the financial year
- (4) The appointment or dismissal of the Chief Officer
- (5) Appointment of Chairman/Mayor and Vice Chairman/Deputy Mayor
- (6) Appointment of Committees
- (7) Appointment of Representatives on Outside Bodies
- (8) Approval of Council Budget and Precept
- (9) Approval of the Annual Return
- (10) Approval of council Insurance
- (11) Granting of monies in excess of £1000
- (12) Approval of Financial Regulations
- (13) Approval of Standing Orders as to the conduct of the Council's business
- (14) Approval of Council Policies
- (15) Approval of acquisition and disposal of council property
- (16) Approval of acquisition of land or facilities
- (17) The Committee Structure, including terms of reference and membership.
- (18) Full Council may at any time dissolve or alter the membership of committees.

Meetings

The calendar of meetings shall be for a 12-month period and agreed biannually.

COMMITTEES

Daventry Town Council operates and governs under a committee system with the following delegated powers.

General terms of reference:

1. Each Committee will elect a Chair and Vice Chair at its first committee meeting each Council year.
2. The Chairperson of each committee to have a second or casting vote.
3. Matters referred to Committees by Full Council shall stipulate whether the committee is empowered to act under delegated powers or required to make recommendations.
4. Decisions on functions and matters discharged to a committee shall not require ratification by Full Council but shall be reported as an information item in Committee Minutes.
5. To monitor income and expenditure.

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6. To consider and recommend the committee's annual budget for review by the Finance and Policy Committee for final approval by Full Council.
7. Councillors shall be members of the Committees of the Council in accordance with standing orders.
8. The Committees have full decision-making powers other than for decisions involving additional expenditure in excess of funds delegated to it which should be referred to the full Town Council.
9. Representation on and liaison with other bodies on which a committee has a common interest or statutory involvement: Representatives of the Town Council serving on such bodies should preferably be members of the committee concerned, if not, the members should report back to that committee.
10. To deal with matters and make recommendations affecting functions and services provided by other authorities, and bring to the attention of the authority concerned these matters and recommendations.
11. The Committee may also appoint Working Groups, set up for specific projects. The terms of reference of these Working Groups shall be decided by the committee. It should also be noted, Working Groups do not have decision making powers and recommendations for decisions must be made to either the appointing Committee or Full Council for approval. Generally speaking, it will be the role of each committee to undertake the delivery of the project for which it has been set up.

Committee Membership

Membership shall be more than 3 and less than 13 members, elected annually at the Annual Meeting of Daventry Town Council.

No business may be transacted at a meeting unless at least one-third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

All correspondence should be conducted through the Chief Officer.

These terms of reference are to be reviewed on an annual basis.

2 FINANCE, POLICY AND ASSETS COMMITTEE

The Finance, Policy and Assets Committee has delegated powers for:

- (1) All matters relating to finance:
 - (i) Review and recommend to Council approval of Annual return
 - (ii) Monitor and authorise all income and expenditure
 - (iii) Monitor and authorise statement of balances
 - (iv) Monitor and authorise virements
 - (v) Monitor and manage effectiveness of Council's internal controls
 - (vi) Review and action external and internal audit matters.
 - (vii) Consider and approve grant applications up to the sum of £1000
 - (viii) Consider and recommend to council grant applications exceeding

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£1000

- (ix) Monitor financial risk and take any necessary actions to minimise risk
 - (x) Monitor and review asset register
 - (xi) To consider the annual draft budgets of the all the committees and prepare the Council's annual budget and precept for presentation to Full Council for final approval.
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- (2) Review terms of reference for all committees and recommend to Council for approval.
 - (3) Review Standing Orders and Financial Regulations, on an annual basis and recommend to Council for approval.
 - (4) Review council policies, as and when required and recommend to Council for approval.
 - (5) Monitor and review insurance and recommend to Council for approval.
 - (6) Consider acquisition, management and disposal of council property and recommend to Council for approval.
 - (7) Scrutinise and approve Council payments.

Promote, support and consider the provision of:

- (1) Open spaces and common areas under the Council's control
- (2) Issuing of Licences to occupy public open space/council assets.
- (3) Hedgerows, trees and verges
- (4) Cemeteries (including closed churchyard)
- (5) War Memorial
- (6) Allotments
- (7) Recreational Facilities
- (8) Street lighting under the Council's control
- (9) Street furniture (litter bins/seating/amenity signage) under the Council's control
- (10) Street art and structures
- (11) Market
- (12) Bus shelters under the Council's control
- (13) Environmental sustainability

3 PLANNING AND DEVELOPMENT COMMITTEE

The Town Council is a statutory consultee on planning applications and is normally given 21 days to respond.

In the event of receipt of a strategic planning application the Chief Officer, in consultation with the Chair of the Planning and Development Committee, will refer the application to Council for consideration and response.

The Planning and Development Committee has delegated powers to:

- (1) To consider, make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- (2) To make representations in respect of appeals against the refusal of planning permission.
- (3) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.

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- (4) To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- (5) To deal with any other planning-related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.

Note: In the event of the Planning Committee being inquorate or the deadline for responses being prior to the next meeting of this committee or Full Council the Chief Officer/Deputy Chief Officer, in consultation with the Chair or Vice-Chair of the Planning and Development Committee has delegated powers to respond / make representations in writing on the aforementioned points and that the Chair or in their absence the Vice-Chair will be appointed to represent the Town Council on planning related matters.

Planning Applications

Planning Committee members may canvas opinion for and against an application and consult with other relevant bodies to assist with fair determination of applications prior to the meeting.

Responses

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's Planning meetings to represent the Committee's views in respect of controversial planning applications.

4 MUSEUM COMMITTEE

The Museum Committee has delegated powers to:

- (1) oversee the management and development of the museum and its collections.
- (2) determine the appointment, role and remit of the voluntary museum curator.
- (3) to promote community cohesion through forging links with schools, local groups/organisations and local businesses.

5 COMMUNITY SERVICES COMMITTEE

The Community Services Committee has delegated powers to:

- (1) To promote, support and consider provision of community focused services, town enhancements, events and activities.
- (2) To undertake any other functions as may be required by working with other agencies on matters that enhance the street scene, environment, and community wellbeing.
- (3) To promote community cohesion through forging links with schools, local groups/organisations and local businesses.