



HESSLE TOWN COUNCIL

Committees and Working Groups Terms of Reference & Delegation Scheme

DECISION MAKING

The Full Council can take all decisions on behalf of the Town Council, or it may appoint one or more Committees for the purpose of discharging any of its functions.

This document sets out:

The Terms of Reference for each Committee

The Functions delegated to Committees

The Terms of Reference for each Working Party

Matters to be resolved only by Full Council

1. To approve the annual budget and the Precept.
2. To approve the End of Year Accounts and Annual Return.
3. Adoption of new policies.
4. To maintain Standing Orders and Financial Regulations.
5. To maintain the Council's other Policy Documents.
6. To review annually the Council's Risk Assessment.
7. To determine the functions and constitution (terms of reference and delegated authority) of Committees and Working Parties.
8. To determine the Committee structure annually at the Annual Town Council meeting.
9. To appoint representatives on outside bodies annually at the Annual Town Council meeting and filling any vacancies that occur during the year.
10. To set the Calendar of Meetings of the Council and its Committees.
11. To fill vacancies occurring on any Committee or Full Council.
12. To approve the borrowing of money and loan applications.
13. The awarding of Contracts following the Tendering Process.
14. To consider complaints in accordance with the Complaints Procedure.
15. To monitor the policing within the parish and receive Police reports.
16. To have responsibility for all Working Parties.
17. To approve any payments not within the approved income and expenditure budget for the financial year or payments of £10,000.00 and over.
18. To appoint annually the Council's Internal Auditor and review of the Effectiveness of the Internal Audit.
19. To deal with matters that do not fall within the province of any Committee and such other matters as may be referred to the Full Council by a Committee.

Finance, Personnel and Asset Management Committee

Membership

The Committee shall comprise of seven Councillors appointed at the Annual Town Council (AGM) meeting. At the first meeting of the Committee a Chairman and Vice-Chairman will be elected by the members. All Councillors will receive the minutes for each meeting.

Quorum

Three.

General

The Finance, Personnel and Asset Management Committee will meet on the 2nd Wednesday of the month, except August. Committee membership shall comprise of sufficient members to bring the membership to a total of seven.

Terms of Reference

To deal with all financial aspects of the Council.

To manage the Town Hall and other buildings and assets owned or leased by the Town Council.

To deal with all staff issues and conditions of service.

Delegated to Committee

1. To review at each meeting the up-to-date financial accounts of the Council.
2. To review at each meeting the capital, income & expenditure budgets of the Council.
3. To select any such required bank accounts or investments for the Council as it considers appropriate.
4. To ensure that adequate insurance cover is in place for Council property and all Council activities.
5. To consider all personnel issues concerning the staff of the Council including staff salary reviews and their conditions of service.
6. To monitor the Council's Employment Policies and Procedures in respect of changes to legislation/developing practice and make recommendations via the Finance Committee to full Council as appropriate.
7. To keep under review staff work/life balance, working conditions, health & safety along with staff well-being.
8. To be responsible for staff appointments.
9. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure and take action as appropriate and in accordance with that Procedure.
10. To hear any formal grievance by the Clerk/Responsible Financial Officer and any appeal by other staff against the outcome of a grievance or disciplinary investigation undertaken by the Town Clerk/Responsible Financial Officer.
11. In the event of an appeal by the Clerk/Responsible Financial Officer against the outcome of any investigation by a Staffing Sub-Committee an Appeals Panel comprising three members will be established. This Panel will be drawn from available Town Councillors not involved in the initial investigation. This Panel's decision will be the final step in the procedure.
12. To be responsible for the Town Hall management and maintenance.
13. To consider and determine room charges for Town Hall rentals.

14. To be responsible for the Council's office equipment and accommodation needs.
15. To consider all new leases and the renewal of existing leases.
16. To negotiate land transactions on behalf of the Council.
17. To consider grants and Section 137 payments.
18. To be responsible for the management, maintenance and installation of the CCTV system
19. To receive monthly updates on the condition of the play areas (M.U.G.A., Skatepark & Tower Hill Park) and to receive the annual play area safety inspections and consider any maintenance/repair recommendations contained therein.
20. To be responsible for the maintenance of the bus shelters owned by the Town Council.
21. To be responsible for the maintenance the Town Council's notice boards.
22. To deal with any other matters of a financial nature.
23. To have responsibility for the Town Hall Working Party.
24. To have responsibility for the Community Centre Working Party.
25. To have responsibility for the Recruitment Working Party.
26. Due to the confidential nature of some items of business to be transacted it may on occasion be necessary to hold meetings (or parts thereof) in private in pursuance of Public Bodies (Admission to Meetings Act 1960 Section 1 as amended 2014 and by the Openness of Local Government Bodies Regulations 2014). This can be done at any point during the meeting.
27. Minutes are an agenda item and presented for agreement and signature by the Chairman at the following Committee meeting and then for acceptance of and approval of any recommendations contained therein at the next Full Town Council meeting.
28. The Council may co-opt Non-Voting Advisory Members to sit on all Committees. Only members of the Committee may vote on agenda items. Non-voting Advisory Members, staff and representatives from other organisations will not be formal members of the Committee and will not have any voting rights on this Committee.
29. The Committee is empowered to invite specialist professional officers or advisers to attend meetings to provide guidance as to matters under discussion. If a cost is involved this must be agreed and resolved at a Council meeting before the attendance of the officer or adviser takes place.
30. Non-Voting Advisory Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct.
31. The Committee will comply with and have due regard to Council policies and guidance, which include (but are not limited to): - Standing Orders - Financial Regulations.

Restriction

A member of the Committee must declare any pecuniary or non-pecuniary interest and withdraw from the room and/or abstain from voting as appropriate.

The Committee's Responsibilities and Powers

The Committee has delegated powers including to make expenditure within any relevant category of the current financial year budget.

Urgent matters requiring expenditure will be dealt with as per the Council's Financial Regulations.

Planning and Traffic Committee

Membership

The Committee shall comprise of nine Councillors appointed at the Annual Town Council (AGM) meeting. At the first meeting of the Committee a Chairman and Vice-Chairman will be elected by the members. All Councillors will receive the minutes for each meeting.

Quorum

Three.

General

The Planning and Traffic Committee will meet on the first Tuesday monthly (including August). Committee membership is open to all Members of the Council.

Terms of Reference

To respond to all Planning Authorities on behalf of the Council in respect of planning applications, planning documents and planning policy documents.

To deal with matters relating to highways and road safety in the parish.

Delegated to Committee

1. To respond on behalf of the Council on all Planning Applications, Listed Building Consents and other Planning documents.
2. To respond on behalf of the Council to Planning Appeals.
3. To respond on behalf of the Council to any District Authority planning policy documents.
4. To make representation to Planning Authorities any breaches of planning control and failure to comply with conditions of planning permissions.
5. To review and respond as necessary to enforcement notices.
6. To monitor the general maintenance of all highways and pavements within the parish and report any faults/damage to the District Authority, the East Riding of Yorkshire Council.
7. To monitor the public transport provision for the parish.
8. To monitor traffic, parking, and pedestrian issues in relation to the safety and highways of the parish and report any problems to the District Authority, the East Riding of Yorkshire Council.
9. To deal with any other matters of a planning or highways nature.
10. Due to the confidential nature of some items of business to be transacted it may on occasion be necessary to hold meetings (or parts thereof) in private in pursuance of Public Bodies (Admission to Meetings Act 1960 Section 1 as amended 2014 and by the Openness of Local Government Bodies Regulations 2014). This can be done at any point during the meeting.
11. Minutes are an agenda item and presented for agreement and signature by the Chairman at the following Committee meeting and then for acceptance of and for approval of any recommendations contained therein at the next Full Town Council meeting.
12. The Council may co-opt Non-Voting Advisory Members to sit on all Committees. Only members of the Council on this Committee may vote on agenda items. Non-voting Advisory Members, staff and representatives from other organisations will not be formal members of the Committee and will not have any voting rights on this Committee.
13. The Committee is empowered to invite specialist professional officers or advisers to attend

meetings to provide guidance as to matters under discussion. If a cost is involved this must be agreed and resolved at a Council meeting before the attendance of the officer or adviser takes place.

14. Non-Voting Advisory Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct.
15. The Committee will comply with and have due regard to Council policies and guidance, which include (but are not limited to): - Standing Orders - Financial Regulations.

Restriction

A member of the Committee must declare any pecuniary or non-pecuniary interest and withdraw from the room and/or abstain from voting as appropriate.

The Committee's Responsibilities and Powers

The Committee has delegated powers including to make expenditure within any relevant category of the current financial year budget.

Urgent matters requiring expenditure will be dealt with as per the Council's Financial Regulations.

Environment and Open Spaces Committee

Membership

The Committee shall comprise of seven Councillors appointed at the Annual Town Council (AGM) meeting. At the first meeting of the Committee a Chairman and Vice-Chairman will be elected by the members. All Councillors will receive the minutes for each meeting.

Quorum

Three.

General

The Environment and Open Spaces Committee meets on the second Tuesday monthly between March and September (except August) and then bi-monthly in November and January. Committee membership is open to all Members of the Council.

Terms of Reference

To deal with matters relating to environment matters and all open spaces managed by the Town Council within the parish.

Delegated to Committee

1. To maintain areas of public open space in the parish that are the responsibility of the Town Council.
2. To administer and maintain the allotments.
3. To be responsible for the Allotment Warden and Baskets/Tubs Watering Warden (currently seasonal) and consider any personnel issues concerning the duties undertaken and conditions of service.
4. To be responsible for all machinery required and owned by the Council and to carry out regular maintenance.
5. To determine annual charges for the allotments.
6. To note recommendations from the Tree Visits Group for any Tree Work applications received within the Conservation Areas or on trees with Tree Preservation Orders.
7. To provide floral planting for the Town Council's Hanging baskets, barrels and tubs.
8. To deal with any other matters relating to open spaces within the parish.
9. To administer and maintain any benches and public seats owned by the Town Council.
10. To administer and maintain litter bins and salt bins owned by the Town Council.
11. To appoint contractors as required for the maintenance of the play areas, parks and public spaces managed by the Town Council.
12. Due to the confidential nature of some items of business to be transacted it may on occasion be necessary to hold meetings (or parts thereof) in private in pursuance of Public Bodies (Admission to Meetings Act 1960 Section 1 as amended 2014 and by the Openness of Local Government Bodies Regulations 2014). This can be done at any point during the meeting.
13. Minutes are an agenda item and presented for agreement and signature by the Chairman at the following Committee meeting and then for acceptance of and for approval of any recommendations contained therein at the next Full Town Council meeting.
14. The Council may co-opt Non-Voting Advisory Members to sit on all Committees. Only members of the Council on this Committee may vote on agenda items. Non-voting Advisory Members,

Staff and representatives from other organisations will not be formal members of the Committee and will not have any voting rights on this Committee.

15. The Committee is empowered to invite specialist professional officers or advisers to attend meetings to provide guidance as to matters under discussion. If a cost is involved this must be agreed and resolved at a Council meeting before the attendance of the officer or adviser takes place.
16. Non-Voting Advisory Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct.
17. The Committee will comply with and have due regard to Council policies and guidance, which include (but are not limited to): - Standing Orders - Financial Regulations.

Restriction

A member of the Committee must declare any conflict of interest and withdraw from the room and/or abstain from voting as appropriate.

The Committee's Responsibilities and Powers

The Committee has delegated powers including to make expenditure within any relevant category of the current financial year budget.

Urgent matters requiring expenditure will be dealt with as per the Council's Financial Regulations.

Events and Communications Committee

Membership

The Committee shall comprise of seven Councillors appointed at the Annual Town Council (AGM) meeting. At the first meeting of the Committee a Chairman & Vice-Chairman will be elected by the members. All Councillors will receive the minutes for each meeting.

Quorum

Three.

General

The Events and Communications Committee meets on the first Wednesday monthly, except August. Committee membership is open to all Members of the Council.

Terms of Reference

To deal with matters relating to all Events organised and run by the Council, all matters relating to the content and publishing of the Newsletter and all matters relating to the content of the Website (other than mandatory statutory requirements).

Delegated to Committee

1. To produce an annual schedule of events and promote those events.
2. To act within an agreed budget and the Town Council's expenditure guidelines to provide planned events.
3. To appoint Councillors and volunteers to assist in any planned event.
4. To produce an Event Plan as required – to include key tasks, dates and timetable.
5. To produce an Event Risk Assessment.
6. To help promote any events/gigs being held at the Town Hall.
7. To review at each meeting the monthly Budget report provided.
8. To provide any articles/input from local parish groups and write articles for the Council's newsletter.
9. To combine, formulate, construct and proof read the newsletter by an agreed date and send to the Clerk for printing and distribution.
10. To be responsible for the Notice Board Warden and consider any personnel issues concerning the duties undertaken and conditions of service.
11. To administer and maintain all Notice Boards owned by the Town Council.
12. To report on and consider content for the Council's Website (other than mandatory statutory requirements).
13. Due to the confidential nature of some items of business to be transacted it may on occasion be necessary to hold meetings (or parts thereof) in private in pursuance of Public Bodies (Admission to Meetings Act 1960 Section 1 as amended 2014 and by the Openness of Local Government Bodies Regulations 2014). This can be done at any point during the meeting.
14. Minutes are an agenda item and presented for agreement and signature by the Chairman at the following Committee meeting and then for acceptance of and for approval of any recommendations contained therein at the next Full Town Council meeting.

15. The Council may co-opt Non-Voting Advisory Members to sit on all Committees. Only members of the Council on this Committees may vote on agenda items. Non-voting Advisory Members, Staff and representatives from other organisations will not be formal members of the Committee and will not have any voting rights on this Committee.
16. The Committee is empowered to invite specialist professional officers or advisers to attend meetings to provide guidance as to matters under discussion. If a cost is involved this must be agreed and resolved at a Council meeting before the attendance of the officer or adviser takes place.
17. Non-Voting Advisory Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct.
18. The Committee will comply with and have due regard to Council policies and guidance, which include (but are not limited to): - Standing Orders - Financial Regulations.

Restriction

A member of the Committee must declare any conflict of interest and withdraw from the room and/or abstain from voting as appropriate.

The Committee's Responsibilities and Powers

The Committee has delegated powers including to make expenditure within any relevant category of the current financial year budget.

Urgent matters requiring expenditure will be dealt with as per the Council's Financial Regulations.

Budget Committee

Membership

The Committee shall comprise of Chairman of the Council, Vice-Chairman of the Council and Chairmen of all Committees plus one Non-Committee Chair/Vice-Chair member. At the first meeting of the Committee a Chairman will be elected by the members. All Councillors will receive the minutes for each meeting.

Quorum

Five.

General

The Budget Committee meets once a year immediately following the first Finance, Personnel and Asset Management Committee Meeting in January.

Terms of Reference

To deal with all income and expenditure matters relating to the Town Council Budget for the following financial year.

Delegated to Committee

1. To review the financial accounts of the Council to date and projected to the financial year end.
2. To review the capital & revenue budgets of the Council.
3. To review and consider budgets for any new capital projects.
4. To review and consider all matters of income and expenditure and budget headings in order to set the Budget for the forthcoming financial year and arrive at the precept figure for the new financial year.
5. All figures to go to Full Council for full and final approval.
6. Due to the confidential nature of some items of business to be transacted it may on occasion be necessary to hold meetings (or parts thereof) in private in pursuance of Public Bodies (Admission to Meetings Act 1960 Section 1 as amended 2014 and by the Openness of Local Government Bodies Regulations 2014). This can be done at any point during the meeting.
7. Minutes are to be an agenda item and presented for signing at the next meeting of the Town Council.
8. The Committee will comply with and have due regard to Council policies and guidance, which include (but are not limited to): - Standing Orders - Financial Regulations.

Restriction

A member of the Committee must declare any conflict of interest and withdraw from the room and/or abstain from voting as appropriate.

The Committee's Responsibilities and Powers

All Budget Committee members will be granted dispensation pursuant to S33 (1) of the Localism Act 2011 to allow all those Councillors present to participate in the discussion of and participate in any vote on the setting of the precept for Hessele Town Council. The reason for this having regard to all the relevant circumstances it is considered that without the dispensation, the number of persons

prohibited from participating in the setting of the precept will be so great a proportion of the Council as to impede the transaction of the business.

Tree Committee

Membership

The Working Group shall comprise of three Councillors appointed at the Annual Town Council (AGM) meeting.

Quorum

One.

General

The Tree Visits Committee meets as and when required and currently meet with the East Riding of Yorkshire Council's Senior Tree Officer.

Terms of Reference

To respond to East Riding Council on all Tree Work applications received within the Hessele Conservation Areas or for work requested on trees with Tree Preservation Orders on.

Delegated to Committee

1. To undertake site visits and make decisions and comment on all tree applications received with advice provided by the ERYC Senior Tree Officer.
2. To make representation to ERYC Trees & Landscape Department any breaches of control and failure to comply with conditions of permissions in Conservations Areas or on trees with Tree Preservation Orders on.
3. The Council may co-opt Non-Voting Advisory Members to sit on all Committees. Non-voting Advisory Members, Staff and representatives from other organisations will not be formal members of the Committee and will not have any voting rights on this Committee.
4. Non-Voting Advisory Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct.

Restriction

A member of the Committee must declare any conflict of interest.

The Committee's Responsibilities and Powers

To have all comments ratified by Committee members following each site visit at the next Environment & Open Spaces Committee meeting.

Hessle Town Council Working Groups

Some of the Town Council's business is discussed by Working Groups to ensure the most effective management of Town Council business. These Groups can consider a wide range of issues and make recommendations at formal Committee and Full Council meetings. Working Groups do not have any delegated powers of authority. They work together, often with members of the community, to gather knowledge and information before reporting back to the Committees or Full Council who make the decisions.

Full Council or any Committee may form or disband a Working Group who will carry out tasks as defined. Specific Terms of Reference will be prepared following a Working Group being established.

The Role of the Working Group for Hessle Town Council

- To tackle issues as directed by the Council.
- To be task specific and time limited.
- To examine an issue in detail, read reports and related materials, examine options, get advice for the Council.
- To act as experts and/or liaise with experts.
- To make recommendations to Council.
- To explain the recommendations, reasons and options by way of a written report.
- To answer questions from the Council.
- No funding or monies to be spent or committed without authority or prior Committee or Full Council endorsement.

Working Group relationship

- Full Council/Committee must direct the Working Group and set clear terms of reference for them regarding objectives, scope and outcome.
- The role of Full Council/Committee is to question and challenge the recommendations, in order to be satisfied of the correct decision.
- The Working Group must facilitate the Full Council/Committee with as much information as it requires to ensure it can make a properly informed decision on its recommendation.
- Working Groups hold no power of authority and ALL decisions must be made by the respective Committee or Full Council.

Operations of the Working Group

- A Working Group will not have a Budget.
- The number of Councillors on a Working Group will be decided on at the time of the Working Party appointment.
- The leader of the Working Group is to be appointed by the Committee/Full Council at the time of the Working Party appointment.
- A Working Group must consist of at least 3 Councillors.
- Quorate: Minimum of 2 Councillors at each meeting.
- A member of the Working Group will prepare notes of meetings for Full Council/Committee to report on any activity and progress.

- Standing Orders are not applicable to Working Groups, although the Code of Conduct still applies.
- To examine options and make recommendations to Full Council/Committee.

Expectation of Group Members

- Apologies and reasons for non-attendance should be sent to the Clerk at least two days in advance of the meeting date.
- Councillors are expected to take responsibility for their actions and act upon them in the agreed timescale.
- Councillors attending Working Group meetings are asked to respect confidentiality rules where these apply.
- Working Groups will operate in an environment where everyone has the opportunity to contribute.

Conduct of Meetings

- A member of the Working Group or if present, the Clerk, will produce notes/a report. These will always be presented to all members and to the respective Committee or Full Council meeting.
- All Town Councillors are welcome to attend Working Group meetings but only formal Council members of each Working Group can vote in favour/objection to recommendations.
- Co-option of members of the general public is welcomed, especially where individuals can add key skills or qualifications relevant to the Working Group to which they wish to join.

Town Hall Refurbishment Working Group

General

The purpose of the Town Hall Refurbishment Working Group is to carry out the necessary research, to prepare a business proposal and a consultation questionnaire for residents for the restoration and upgrade of the Town Hall and to appoint an Architect to prepare drawings, costings and apply for required planning permission and then undertake and project manage the scheme in order to keep the costs as close as possible to within the Budget.

Terms of Reference

1. The Working Group must consist of at least three councillors. Non-councillors can be appointed by the Town Council onto the Working Group.
2. A Chairman will be appointed by the Working Group and will be the main point of contact.
3. The Working Group will meet as required during the term of the project.
4. The Working Group will report to the Finance, Personnel & Asset Management Committee and Full Council as needed. The Working Group may report verbally at the Finance, Personnel & Asset Management Committee meetings or by submitting a written report in advance of such meetings.
5. The Working Group will monitor the repairs and major works programme once the refurbishment begins.
6. To provide advance notification and information on the time frame for capital works and planned maintenance to Town Hall users.
7. The Working Group will work closely with the Architect to identify and develop a phased programme of works and to project manage the work and budget regularly during the works progression.

Hessle Community Centre Working Group

General

The purpose of the Hessle Community Centre Working Group is to liaise with the York Diocese in order to liaise and agree the purchase of the building. The Working Group will then look at the ongoing management and day to day running of the Community Centre which the Town Council considers is in the best interests of the Parish and will meet current and future needs while ensuring this building remains a vital community asset and continues to thrive and grow.

Terms of Reference

- To liaise with the York Diocese for the purchase of the building.
- To work with the Hessle Community Centre Organisation on all matters relating to the Community Centre.
- Investigate and identify support for the Community Centre through engagement with local residents.
- Identify sources of funding and possible anchor tenants.
- Prepare a project plan for the development of the community centre, with proposed timelines.
- Liaise with relevant authorities and organisations to obtain all necessary permissions.
- Encourage involvement from the whole community, recording and analysing views and opinion through a range of mechanisms.
- Individuals with specialist knowledge and skills required may be co-opted to the working group for the duration of specific aspects of the work.
- The working group may establish sub-groups to carry out functions specified by the group such as data gathering and consultations and will report back to the working group.
- Members of the public may attend Working Group meetings.
- The Working Group will report to the Finance, Personnel & Asset Management Committee and Full Council for any approvals required.

Tower Hill Memorial Park Working Group

General

The Tower Hill Memorial Park Working Party reports to the Environment & Open Spaces Committee and Full Council.

The Tower Hill Memorial Park Working Party has been set up to review the work that is required to refurbish the play area, fencing, Memorial Garden, annual maintenance and other issues at the park once the Park has been leased to the Town Council from the East Riding of Yorkshire Council.

The Working Party will draw up a plan of the work to be done including costings.

Membership shall include members of the Council and will also include members of the public and/or stakeholders (RBL, local businesses etc.) and anyone who has a particular link to or interest in the play area, park and surroundings, including the memorial garden area.

Terms of Reference

1. To make recommendations on a scheme for new play equipment to be purchased to the Environment and Open Spaces Committee and then Full Council.
2. To investigate any grant funding that may be available towards the cost of the refurbishment of the park as well as ERYC commuted sums funding.
3. To identify and obtain 3 quotations for all improvement and annual maintenance works required at the site.
4. The Royal British Legion to provide drawings and costings for a suitable Memorial designed by them and which is to be installed in the sunken garden memorial area of the park.
5. To appoint a handyman/gardener to keep the memorial garden area and flower/shrub beds tidy and clear of weeds.

Recruitment Working Group

General

The Recruitment Working Group report to the Finance, Personnel & Asset Management Committee. (Any new employee appointment shall be approved by Full Council).

The Recruitment Working Group has been set up to deal with the appointment of a new Social Media/Administration Assistant and a Handyman. The Recruitment Working Group will deal with all aspects of the appointments.

Terms of Reference

1. To agree the job specifications for the roles required, the job descriptions, adverts for the posts and the contents of the information packs for prospective applicants.
2. To assess the suitability of the applicants and short-list a suitable number for interview.
3. To agree in advance the format of the interviews, including questions for the interview and a scoring matrix.
4. To conduct the interviews for the positions.
5. Authority is delegated to make an appointment.

