

# **KIDSGROVE TOWN COUNCIL**



**Addendum to Standing Orders  
dated May 2019:**

## **Management Plan**

**Version 1 May 2019**

# Kidsgrove Town Council

Kidsgrove Town Council  
Victoria Hall  
Liverpool Road  
Kidsgrove  
Staffordshire  
ST7 4EL

Tel: 01782 782254

[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)



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## 1. Committee Structure

Kidsgrove Town Council will convene a meeting at least once every **three** months, and at least five times a year (but more frequently if required).

The Council currently has five standing committees that manage business, have some delegated powers, and otherwise make recommendations to Full council as required:

- a) **Finance and General Purposes** deals with finances and policy in detail and makes recommendations to Full Council. As well as its own project responsibilities, the Committee also takes all areas and projects that may arise and are unassigned to other committees. The Committee has full delegated power to approve payment schedules and so should meet sufficiently that there is either a Full Council meeting or Finance and General Purposes Committee meeting at least once a month.
- b) **The Planning Infrastructure and Highways Committee** will meet between Full Council meetings to allow consideration of planning applications in a timely manner. The committee will strive to meet once in every six-week period although it is accepted there may be times when this isn't possible. The Committee will meet at least six times during the Council year.
- c) **The Environment and Allotment Committee** will meet between Full Council meetings to allow consideration of environmental matters as well as allotment management and Kidsgrove Ranger activity in a timely manner. The committee will strive to meet once in every six-week period although it is accepted there may be times when this isn't possible.
- d) **The Events and Community Committee** will meet at least six times a year with meeting times to ensure the smooth running of the Council's events and community engagement.
- e) **The Staffing Committee** will meet at least twice a year in the autumn and spring to manage staffing arrangements, appraisals and staff budgetary requirements. The committee may meet more often as and when required.

## 2. Summary of Committee Areas of Management and Responsibility

### Finance and General Purposes

Financial Matters  
Banking Arrangements  
Audit Matters  
Budget overview  
Policy and Governance  
Financial Risk assessment  
Five-year plan  
Victoria Hall legal issues  
Victoria Hall Health and Safety  
Victoria Hall Commercial Activity  
Victoria Hall Promotion  
Victoria Hall Maintenance  
Victoria Hall Tap Room Bar  
Website, IT and email  
Office Matters including IT  
Health and wellbeing projects  
Asset review  
Contracts unless specifically designated elsewhere.  
GDPR  
Quality Council Awards  
Grant applications to the Council

### Planning, Infrastructure and Highways

Local Plan liaison and consultation  
Neighbourhood Planning  
Infrastructure – planning for the future  
Town Centre planning  
Planning application consultations  
Transport issues  
CCTV  
Police liaison  
Speed watch Groups liaison  
Highways issues and liaison with SCC  
Highways Safety Issues  
Hard pathways and pavements

### Environment and Allotments

Allotment Management and liaison  
Ranger management and contract  
Ranger activity risk assessment  
Ranger activity GDPR  
Parks and open spaces  
Public Footpaths  
Planting schemes throughout the parish  
Rural Kidsgrove Issues

### Events and Community

Christmas Lights  
Organisation of Community Events: -  
Victoria Hall Community Events  
Community Events elsewhere  
Liaison and working with Community Groups (inc Go Kidsgrove)  
Tourism and promotion  
Town Twinning  
Youth initiatives  
Competitions

### Staffing Committee

Planning of Staffing needs  
Planning Staffing budgetary needs  
Overview of Management of Staff  
Direct management of the Clerk

### Full Council

As well as its laid down in legislations and policies, Full Council will also:

Receive feedback from the LAPS  
Receive feedback from the Staffordshire Parish Association  
Receive feedback from Staffordshire County Council councillors.  
Receive feedback from NUBC Councillors.

### 3. Committee Terms of Reference

**a. Finance and General Purposes**

Approved May 2019 – See appendix 1

**b. Planning, Highways and Infrastructure**

Approved May 2019 – See appendix 2

**c. Environment and Allotments**

Approved May 2019 – See appendix 3

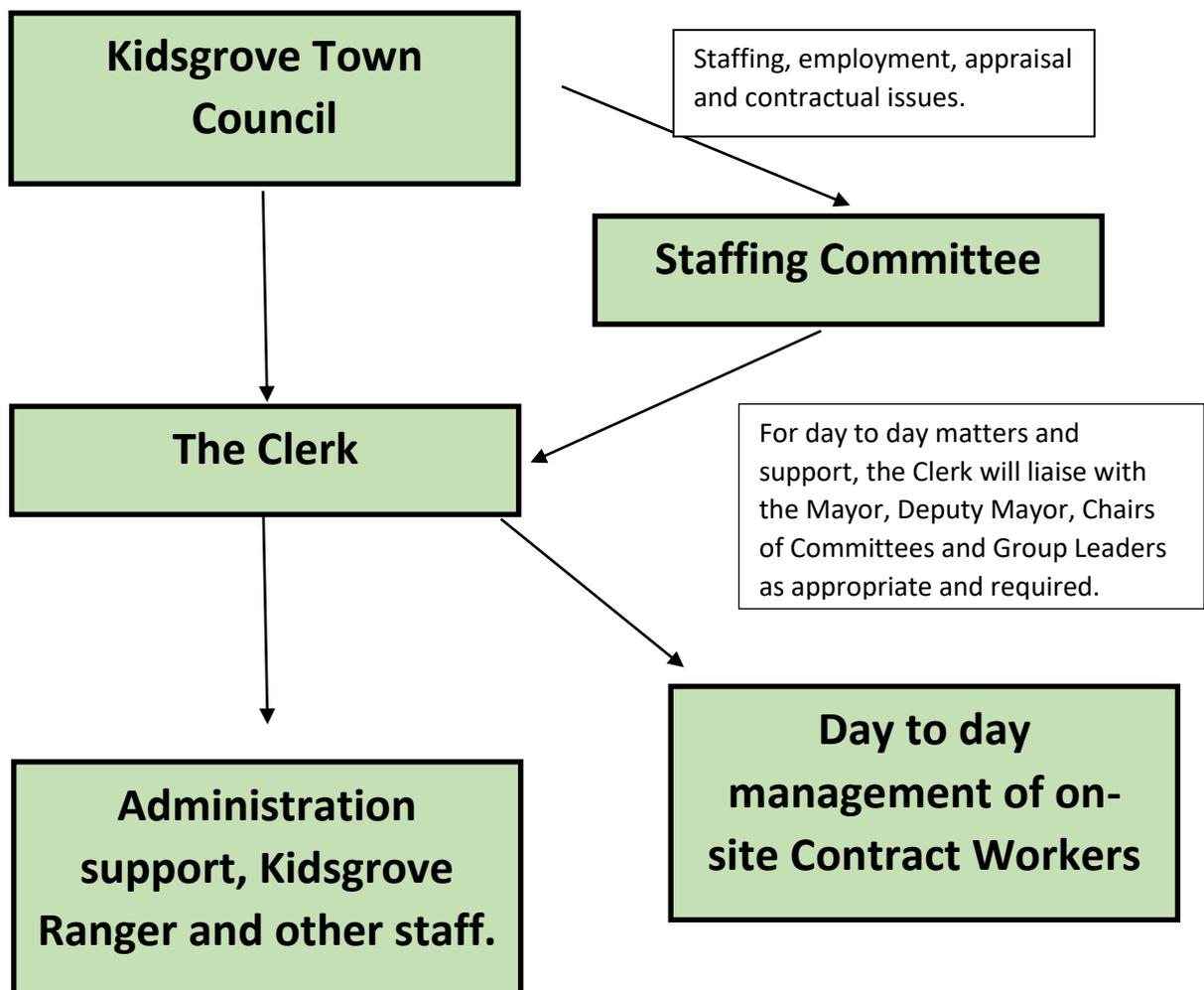
**d. Events and Community**

Approved May 2019 – See appendix 4

**e. Staffing Committee**

Approved May 2019 – See appendix 5

### 4. Management Hierarchy



## 5. Delegation to the Clerk

This document does not supersede any powers and duties conferred to the Town Clerk by the Town Council's Financial Regulations & Standing Orders and is to be used in conjunction with these documents.

Other council policies may also delegate powers to the Clerk.

The Town Clerk is designated and authorised to act as the Council's Responsible Finance Officer for the purposes of Section 151 of the Local Government Act 1972 and Proper Officer for the purpose of all relevant sections of the Local Government Act 1972, Localism Act 2013 and any other statute requiring the designation of a Proper Officer.

The Town Clerk is responsible for the management of the Council and all delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Town Clerk may be delegated other tasks and functions on a need be basis by Full Council or a duly delegated committee. Such delegations must be by resolution and be clearly minuted.

### a. Staffing and Office

The Town Clerk is delegated by Council to:

- Act as Line Manager and have management responsibility, sole day to day supervision and control of all staff. The Staffing e and/or Full Council will oversee this delegation.
- Administer all staff policies and procedures.
- Conduct annual staff appraisals which will be reported to the Staffing Committee.
- Authorise other staff overtime and expenses within the Staffing budget. (The Clerk's overtime and expenses should be approved by at least three members of the Staffing Committee and a record kept of the approval.)
- Authorise staff holidays, time in lieu and sickness and ensure timesheets are accurately maintained.
- Ensure that all staff salaries, overtime, tax, NI and pension contributions and correctly calculated and administered.
- Preparation of the job description and person specification and the placing of the advertisement for all staff vacancies in consultation with the members of the Staffing Committee.
- Delegate duties to staff as considered appropriate.
- Manage staff performance.
- Authorise staff training within the agreed training budget.
- Authorise Councillor training within the approved budget.

- To manage the day to day affairs of the Town Council's Office space.
- Health and Safety at Work Act 1974: To oversee the discharge of the Council's responsibilities under the Act.

## **b. Finance and Governance**

The Town Clerk's financial delegated powers are outlined in the Financial Regulations. In addition:

- To operate the Council's banking arrangements including arranging overdrafts with the approval of the Council.
- To make all necessary arrangements for the provision of an internal and external audit service for the Council.
- To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.

## **c. Legal**

The Town Clerk is delegated by Council to:

- Make applications for all statutory consents necessitated by any approved Council proposal or development.
- Sign any document necessary to give effect to any decision of the Council on behalf of the Council
- Take all appropriate steps to secure the Council's legal position in urgent circumstances with reference to its assets or statutory functions subject to prior consultation with the Mayor or Deputy Mayor.

## **d. Victoria Hall and Events**

- To manage the day to day running of the Victoria Hall and its events, both commercial and community.
- To manage the day to day maintenance of the Victoria Hall within approved budgets or, when necessary, using emergency powers.
- To advertise and market the Victoria Hall as a commercial venue.
- To promote and advertise charity and community events agreed by Council or a duly delegated committee.

## **e. Other**

- To manage the Council's website and social media in line with any agreed policies.

- Allocate allotments and issue allotment tenancies in line with Council policy.
- To collect allotment rents on behalf of the Council.
- Alter the date or time of a Council or Committee meeting following consultation with the appropriate Chair.
- Decide arrangements for the closure of the Council offices in the Christmas/New Year period and to set the date for the first January Council meeting.
- Issue all Council correspondence without prior authorisation of drafts by Council.
- To apply for all Council planning consents.
- To receive and manage complaints to the council in line with the current complaints policy.
- To receive and manage FOI and SAR requests in line with Council Policy.
- To produce Risk Assessments of Council activities. (Note – Financial Risk Assessment although managed by the clerk, must be approved by Full Council.)
- To manage the day to day operation of GDPR compliance.
- To arrange meetings with external bodies and organisations as required to fulfil the Clerk and RFO's role.
- To act as the Council's representative as and when required reporting the resolved Council view on any matter but not resorting to personal opinion.

## **6. Working Parties and Task Groups**

- a. Task Groups are working parties created and dissolved by decision of the Council or a Committee to carry out projects or provide reports and recommendations for determination by Council (or via the relevant Committee) and assist in speeding up the process of carrying out the Council's business. Alternatively, a Task may be allocated to an individual member rather than to a group. Reference herein to a Task Group shall also include reference to an individual performing a Task (where the context so admits).
- b. On allocation of a Task to a Task/Working Group by the Council or a Committee, a Terms of Reference and a timescale in which to report back will be allocated.
- c. Task groups may involve participants from other bodies or the general public.
- d. Task Groups are not statutory bodies or Committees and have no powers to take decisions on behalf of the Council or any of its Committees.
- e. Information gathered in respect of Tasks should enter the public domain by way of a written report to Council or Committee or by minutes. For confidential matters (eg commercial sensitivity or some staffing issues), a record that the meeting took place with a brief outline of the meeting content is sufficient in the public domain.

- f. Task Groups, being working parties, can meet at any relevant location and are not open to public scrutiny. They will be expected to use rooms at the Victoria Hall whenever possible.
- g. Task Groups must keep written notes of any meeting(s) that have taken place or members have attended for filing and retention within five (5) days of the event taking place.
- h. Any written correspondence to be carried out by the Task Group must be copied to the Clerk. If the correspondence involves a commitment by the Council, it must be issued by the Clerk.
- i. It should be noted that a Parish Council cannot delegate powers to a member or members (as opposed to a duly appointed committee); it can delegate powers to the Clerk.

**Approved 16<sup>th</sup> May 2019**

**Minute Reference**

**Date:**

**Chair:**

**Clerk:**

Review Date: May 2020

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## Finance and General Purposes Committee Terms of Reference.

### 1) Introduction

The Finance and General Purposes Committee is set up as a standing committee to oversee and manage Kidsgrove Town Council's finances and other matters of Council business. Unless it has delegated authority, the committee will propose recommendations to Full Council as required.

The Committee was set up by Kidsgrove Town Council at its meeting of 16<sup>th</sup> August 2018 (minute reference 18/3/06).

The Committee must always abide with the Council's current approved Standing Orders and Financial Regulations.

The membership of the Committee for each Council year and a review of the Terms of Reference will be agreed at each Annual Meeting of the Full Council. The chair and vice-chair will be elected at the first meeting of the Committee following the Annual Meeting if not elected at the Annual Meeting or by the Council upon formation.

### 2) Membership

The Committee will consist of seven Councillors with a quorum for a meeting being three Councillors. The Mayor and Deputy Mayor will be members ex-officio. Each political faction and each ward of the council should be represented whenever possible.

The Committee can only consist of Kidsgrove Town Council Members.

### 3) Aim and Remit of the Finance and General Purposes Committee

#### a) Financial Aspects

- i) Working with the RFO, to manage the Council's finances and to ensure that proper practices are maintained.
- ii) Working with the RFO, to manage and monitor performance against the current year's budget and to make recommendations for action when necessary.<sup>1</sup>

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<sup>1</sup> Note – budgetary matters including precept requirements cannot legally be delegated to a committee and all decisions must always strictly remain with the Full Council.

- iii) Working the RFO, to consider budgets for the following financial year, receiving reports from the Council's other Committees as required, and to put a recommendation to Council for approval.
  - iv) To recommend to Full Council the precept requirements for the following year in a timely manner to allow the precept to be submitted to Newcastle-under-Lyme Borough Council by their deadline.
  - v) Working with the RFO, to manage the forecasts of the Council's finances over the next five years, ensuring appropriate approvals are received from Full Council at timely intervals in line with the five-year plan including managing the council's reserves.
  - vi) Working with the RFO, to ensure appropriate financial risk assessments are in place.
  - vii) To review insurance a least annually and to make recommendations to full Council.
  - viii) To oversee and manage the Council's financial affairs in relation to business activities including the VAT implications to the Council.<sup>2</sup>
  - ix) To oversee the Council's contracts, putting recommendations to Full Council.
  - x) To ensure an up to date asset register is maintained by the Council. To ensure the asset register is approved by Full Council at least annually and after any changes perceived by the committee to be significant. The RFO will present an asset register update at least bi-annually to committee.
  - xi) To review internal and external audits and to make recommendations to Council when required to ensure all points raised are addressed.
  - xii) To manage the Council's own 'in-house' checks on financial procedures, ensuring member checks occur appropriately throughout the year and are documented and reported to Full Council with recommendations if required.
  - xiii) To consider applications for grants received by the Council in line with the council's grant application policy.
  - xiv) To pursue potential funding opportunities.
- b) General Purposes Remit
- i) To manage Town Council affairs and issues which are not specifically under the remit of another committee.
  - ii) To consider and manage the Town Council's Policies and Procedures prior to approval at Full Council.<sup>3</sup>
  - iii) To manage the progression of the Council's five-year plan and to ensure progression updates and recommendations are put to Full Council for approval as required.

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<sup>2</sup> Business Activities relate to the hiring out of the Victoria Hall and other rooms and the management of the bar.

<sup>3</sup> Policies and Procedures may be taken directly to Full Council on occasion, at the Clerk's discretion, to allow timely issue.

- iv) To manage the Victoria Hall Building including:
  - (1) Health and safety requirements
  - (2) Maintenance
  - (3) Contracts
  - (4) Licences
- v) To manage any aspects of the Town Council's business which isn't covered by the Terms of Reference of another Committee.
- vi) To ensure Members of the Committee receive appropriate and adequate training to provide understanding of Local Council Finance and Governance.

#### **4) Delegated Powers of the Committee**

The Committee can make decisions only within that allowed in the current versions of approved Standing Orders, Financial Regulations and the powers delegated to it by the Council which are listed below:

- a) To approve schedules of payments presented by the Clerk/RFO, including payroll. Schedules approved for payment by the FGP Committee should be listed at the next Full Council Meeting.
- b) To authorise expenditure on behalf of the Council for all budgeted monies up to the limit contained in the version of the Financial Regulations current at that time.<sup>4</sup>
- c) To authorise grants submitted to the Council up to the limit specified in the grants policy and in line with item 4(b).
- d) To be able to apply for funding and grants in the Town Council's name without approval by Full Council although such actions should be reported at the next Full Council meeting.
- e) To be able to set up sub-committees and working groups of the FGP Committee as required (within the remit of areas of responsibility of the committee) and to set the terms of reference for such groups.
- f) To delegate to the Clerk and other officers, if required, any decision making within its powers to delegate to allow progression of Council business in a timely manner between meetings.

**Note that a Council and its Committees CANNOT delegate any decision making to individual councillors or groups of councillors such as a working party.**

#### **5) Meetings of the Committee**

- a) The Committee should meet at least six times a year. Agreed dates of meetings should be published in the Council's Meeting calendar. The Committee should ensure its meetings provide the Council with either a Full Council meeting or an FPG meeting at least every once every calendar month.

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<sup>4</sup> Unlike other committees, this delegation is not restricted to particular budget lines.

- b) The Clerk of the Council will issue a summons and agenda at least three days before each committee meeting. In the event the Clerk is absent and unable to issue the agenda, the agenda and summons will be issued by the chair.
- c) Each Committee Meeting should be attended by the RFO and Clerk to the Council who will act in an advisory role and who will ensure all business transacted falls within the remit and powers of the committee. The Clerk/RFO will produce draft minutes of the meeting. In the absence of the Clerk, the person nominated as temporary RFO will attend.
- d) Minutes will be issued in draft form to the following (in the specified order).
  - i) To the Chair for initial comment.
  - ii) After agreement by the chair, to the committee members for comment.
- e) Minutes will be approved at the next meeting of the committee and each page signed by the chair.
- f) The minutes of all the Committee meetings, whether in draft form or approved, will be presented to the next Full Council Meetings and any recommendations made by the Committee or decisions made that the Clerk feels should be ratified by Full Council will be an agenda item of that meeting to obtain Full Council approval.

Approved at the Full Council Meeting dated:

Minute Reference:

Chair:

Clerk:

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## Planning, Highways and Infrastructure Committee Terms of Reference.

### 1) Introduction

The Planning, Highways and Infrastructure Committee is set up as a standing committee to oversee and manage Planning, Highways and Infrastructure for Kidsgrove Town Council. Unless it has delegated authority, the committee will propose recommendations to Full Council as required.

The Committee was set up by Kidsgrove Town Council at its meeting of 21<sup>st</sup> February.

The Committee must always abide with the Council's current approved Standing Orders and Financial Regulations.

The membership of the Committee for each Council year and a review of the Terms of Reference will be agreed at each Annual Meeting of the Full Council. The chair and vice-chair will be elected at the first meeting of the Committee following the Annual Meeting if not elected at the Annual Meeting or by the Council upon formation.

### 2) Membership

The Committee will consist of at least eight Councillors with a quorum for a meeting being three Councillors. The Mayor and Deputy Mayor will be members ex-officio. Each political group and each ward of the council should be represented whenever possible.

The Committee can only consist of Kidsgrove Town Council Members.

### 3) Aim and Remit of the Planning, Highways and Infrastructure Committee

#### a) Planning Aspects

- i) To consider applications forwarded by Newcastle under Lyme Borough Council.
- ii) To monitor the development of the Local Plan and to prepare draft responses to any consultations for approval by Full Council.
- iii) To consider the need for and, if required, to progress the development of a Neighbourhood Plan for Kidsgrove, for approval by Full Council before formal consultation and examination.

b) Infrastructure Aspects

i) To strategically and holistically plan for Kidsgrove's future, such that proposals can be put to Newcastle-under-Lyme Borough Council (planning aspects) and to Stafford County Council (Highways aspects).

ii) To contribute to the development of the Kidsgrove five-year plan regarding infrastructure.

c) Highways Aspects.

i) To identify and manage highways projects in the name of the Town Council, providing update reports to the Full Council (including authorisation for expenditure if required).

ii) To support and represent Kidsgrove residents to resolve issues that arise within the Kidsgrove Town boundary relating to highways, including pavements and the roadside.

iii) To work with and support the local police and community speed watch teams to improve road safety.

iv) To contribute to the development of the five-year plan regarding highways matters.

v) To monitor the budget lines for highways related items and to contribute to budget planning, responding to the F&GP Committee.

vi) To pursue potential funding opportunities.

d) Other

i) Consultation – To appropriately consult with the electorate using a variety of means for all areas of the Committee's responsibilities.

ii) Training - To ensure Members of the Committee receive appropriate and adequate training to provide understanding of Planning and Highways Matters.

#### 4) Delegated Powers of the Committee

The Committee can make decisions only within that allowed in the current versions of approved Standing Orders, Financial Regulations and the powers delegated to it by the Council which are listed below:

a) To respond to Planning Applications within the Kidsgrove Town Council Boundary on behalf of Kidsgrove Town Council unless the application is called in to Full council by:

i) The Chair of the Full Council

ii) The Chair of the Planning, Infrastructure and Highways Committee

iii) Any four councillors of Kidsgrove Town Council who put it in writing to the Clerk.

iv) The Clerk.

b) To authorise expenditure on behalf of the Council for monies allocated to budget lines within its remit up to the limit contained in the version of the Financial Regulations current at that time.

- c) To be able to apply for funding and grants in the Town Council's name without approval by Full Council although such actions should be reported at the next Full Council meeting although the spending of such funds should be in line with item (b) above.
- d) To be able to set up sub-committees and working groups of the Planning, Highways and infrastructure Committee as required (within the remit of areas of responsibility of the committee) and to set the terms of reference for such groups.
- e) To delegate to the Clerk and other officers, if required, any decision making within its powers to delegate to allow progression of Council business in a timely manner between meetings.

**Note that a Council and its Committees CANNOT delegate any decision making to individual councillors or groups of councillors such as a working party.**

#### **5) Meetings of the Committee**

- a) The Committee should meet at least six times a year. Agreed dates of meetings should be published in the Council's Meeting calendar.
- b) The Clerk of the Council will issue a summons and agenda at least three days before each committee meeting. In the event the Clerk is absent and unable to issue the agenda, the agenda and summons will be issued by the chair.
- c) Each Committee Meeting should be attended by an officer of the Council who will act in an advisory role and who will ensure all business transacted falls within the remit and powers of the committee and who will produce draft minutes of the meeting.
- d) Minutes will be issued in draft form to the following (in the specified order).
  - i) To the Chair for initial comment.
  - ii) After agreement by the chair, to the committee members for comment.
- e) Minutes will be approved at the next meeting of the committee and each page signed by the chair.
- f) The minutes of all the Committee meetings, whether in draft form or approved, will be presented to the next Full Council Meetings and any recommendations made by the Committee or decisions made that the Clerk feels should be ratified by Full Council will be an agenda item of that meeting to obtain Full Council approval.

Approved at the Full Council Meeting dated:

Minute Reference:

Chair:

Clerk:

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## Environment Committee Terms of Reference

### 1) Introduction

The Environment Committee is set up as a standing committee to oversee and manage Kidsgrove Town Council's events. The Committee was set up by Kidsgrove Town Council at its meeting of 21st March 2019 (minute reference 1819-FC6-15).

The Committee must always abide with the Council's current approved Standing Orders and Financial Regulations.

The membership of the Committee for each Council year and a review of the Terms of Reference will be agreed at each Annual Meeting of the Full Council.

### 2) Membership

The Committee will consist of at least six Councillors with a quorum for a meeting being three Councillors. The Mayor and Deputy Mayor will be members ex-officio.

The Committee will also have a representative from each of the Council's two allotment sites: Lamb Street and Crown Bank. Allotment representatives will only have a vote on issues relating to the allotments of a non-financial nature. The allotments to send a stand-in representative if their named member is unable to attend. The chair and vice-chair will be elected at the first meeting of the Committee following the Annual Meeting if not elected at the Annual Meeting or by the Council upon formation.

### 3) Aim and Remit of the Environment Committee

#### a) Environmental and General Aspects

- i) To manage and deliver the Council's environmental work and projects and which include open spaces, footpaths, play areas and planting schemes as well as allotments and the Ranger Service (see below).
- ii) To work alongside and support the Community and Community Groups as required to deliver environmental and conservational projects.
- iii) To contribute to the Council's 5-year plan in relation to environmental matters and projects.
- iv) To consider budgets for the following financial year in relation to environmental projects for recommendation to the Finance and General Purposes (FGP) Committee prior to end of

November of each year to enable the FPG Committee to prepare a draft budget for recommendation to Full Council.

- v) To monitor the budget, income and expenditure for environmental projects, receiving updates at each meeting from the Clerk/RFO (or another officer if the Clerk/RFO is absent).
- vi) To ensure that all areas within the Town council's boundary are considered in decision making.
- vii) To consult with the Community as required.

#### **b) Allotments**

- i) To manage and plan the future development of the allotments including expansion.
- ii) To oversee the two allotment sites whether that be by direct management or by setting up a self-managing committee. This to include ensuring rents are correct and that in-site management is operating smoothly and efficiently in line with current legislation.
- iii) To consider budgets for the following financial year in relation to allotments for recommendation to the Finance and General Purposes (FGP) Committee prior to end of November of each year to enable the FPG Committee to prepare a draft budget for recommendation to Full Council.
- iv) To monitor the budget, income and expenditure from the Allotments, receiving updates at each meeting from the Clerk/RFO (or another officer if the Clerk/RFO is absent).
- v) To seek grant opportunities in relation to allotments.

#### **c) Ranger Service**

- i) To oversee the Council's ranger activity and projects.
- ii) To manage the Ranger Service contract with Newcastle under Lyme Borough Council with all changes and renewals to the contract to be approved by Full Council.
- iii) To consider budgets for the following financial year in relation to the Ranger Service for recommendation to the Finance and General Purposes (FGP) Committee prior to end of November of each year to enable the FPG Committee to prepare a draft budget for recommendation to Full Council.

### **2) Delegated Powers of the Committee**

The Committee can make decisions only within that allowed in the current versions of approved Standing Orders, Financial Regulations and the powers delegated to it by the Council which are listed below:

- a)** To elect a chairman and vice chairman at the first meeting of the committee following the Council's Annual meeting if required. (These roles may be elected at the Annual Meeting.)
- b)** To co-opt a representative and stand-in representative of each allotment site as a committee member.
- c)** To set up and agree the terms of reference of sub-committees and working parties of the Environment Committee as required.
- d)** To authorise budgeted expenditure in relation to environmental matters and allotment matters only in line with the limits for committees contained in the current financial regulations at that time.

- e) To identify and apply for grants in the Town Council's name.
- f) To set-up and conduct consultations relating to Environmental Matters in the Town Council's name.
- g) To delegate to the Clerk and other officers, if required, any decision making within its powers to delegate to allow environmental matters to progress in a timely manner between meetings.

**Note that a Council and its Committees CANNOT delegate any decision making to individual councillors or groups of councillors such as a working party.**

### **3) Meetings of the Committee**

- a) The Committee should meet at least four times a year. Agreed dates of meetings should be published in the Council's Meeting calendar.
- b) The Clerk of the Council will issue a summons and agenda at least three days before each committee meeting. In the event the Clerk is absent and unable to issue the agenda, the agenda and summons will be issued by the chair.
- c) Each Committee Meeting should wherever possible be attended by an officer of the Council who act in an advisory role and who will ensure all business transacted falls within the remit and powers of the committee. The attending officer will produce draft minutes of the meeting. Only in the event an officer is unable to attend, and the timeframe of events means the meeting cannot be postponed, the committee must appoint a minute taker from within its members.
- d) Minutes will be issued in draft form to the following (in the specified order).
  - i) To the Chair for initial comment. (If a committee member acted as minute taker due to an officer not being present, the Clerk should be forwarded the draft minutes at the same time as the Chair to verify that decisions were in accordance with the Committee's powers, the Council's regulations and with legislation.)
  - ii) After agreement by the chair, to the committee members for comment.
- e) Minutes will be approved at the next meeting of the committee and each page signed by the chair.
- f) The minutes of all the Committee meetings, whether in draft form or approved, will be presented to the next Full Council Meetings and any recommendations made by the Committee or decisions made that the Clerk feels should be ratified by Full Council will be an agenda item of that meeting to obtain Full Council approval.

Approved at the Full Council Meeting dated:

Minute Reference:

Chair:

Clerk:

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## Events and Community Committee Terms of Reference

### 1) Introduction

The Events Committee is set up as a standing committee to oversee and manage Kidsgrove Town Council's events. The Committee was set up by Kidsgrove Town Council at its meeting of 28<sup>th</sup> January 2019 (minute reference 1819-FC5-14).

The Committee must always abide with the Council's current approved Standing Orders and Financial Regulations.

The membership of the Committee for each Council year and a review of the Terms of Reference will be agreed at each Annual Meeting of the Full Council.

The chair and vice-chair will be elected at the first meeting of the Committee following the Annual Meeting if not elected at the Annual Meeting or by the Council upon formation.

### 2) Membership

The Committee will consist of at least six Councillors with a quorum for a meeting being three Councillors. The Mayor and Deputy Mayor will be members ex-officio.

The Committee has the power to co-opt members of the public or other councillors on either a temporary or permanent (until the next Annual Meeting) subject to a maximum of four.

### 3) Aim and Remit of the Events and Community Committee

- a) To consider and deliver an annual events programme which encourages community cohesion and inclusivity, ensuring a good mix of regular events with one-off events which mark significant local or national occasion.
- b) To manage the Town Council's events and the Town Council's role in other events run in partnership with other organisations, both annual occurrences or one-offs.
- c) To encourage and promote direct community volunteer involvement with local events and community endeavours including local businesses and community groups as well as individuals.

- d) To work in partnership with other organisations as required to ensure the smooth running of events.
- e) To consider support if requested and to help promote events run by other Community Groups within the Town's Council's boundary.
- f) To consider budgets for the following financial year in relation to events and the marketing of these events for recommendation to the Finance and General Purposes (FGP) Committee prior to end of November of each year to enable the FPG Committee to prepare a draft budget for recommendation to Full Council.
- g) To monitor the budget, income and expenditure from each of the Town Council's events, receiving updates at each meeting from the Clerk/RFO (or another officer if the Clerk/RFO is absent).
- h) To seek grant opportunities to assist the Town Council or other organisations in the provision of events.
- i) In accordance with the Council's grant scheme, to consider applications received from other organisation relating to events and, if required, to put a recommendation to Full Council.
- j) To manage the provision of Town Council funded Christmas Lights within the Town Council budget. To manage the contracts in relations to Christmas Lights.
- k) To oversee advertising of events using the Council's website, Social Media and any other suitable news outlets available.
- l) To ensure that all areas within the Town council's boundary are considered in decision making.
- m) To consult with the Community regarding events and community.

#### **4) Delegated Powers of the Committee**

The Committee can make decisions only within that allowed in the current versions of approved Standing Orders, Financial Regulations and the powers delegated to it by the Council which are listed below:

- a) To elect a chairman and vice chairman at the first meeting of the committee following the Council's Annual meeting.
- b) To co-opt members of the public in a non-voting capacity as required.
- c) To co-opt further councillors who may have input into an event as required.
- d) To set and agree the dates and manage the project management for Town Council Events (in consultation with other bodies as required).
- e) To set up and agree the terms of reference of sub-committees and working parties of the Events and Community Committee as required.
- f) To authorise budgeted expenditure in relation to events only in line with the limits for committees contained in the current financial regulations at that time.

- g) To identify and apply for grants in the Town Council's name.
- h) To set-up and conduct consultations relating to Events and Community in the Town Council's name.
- i) To delegate to the Clerk and other officers, if required, any decision making within its powers to delegate to allow event preparations to progress in a timely manner between meetings.

**Note that a Council and its Committees CANNOT delegate any decision making to individual councillors or groups of councillors such as a working party.**

#### **5) Meetings of the Committee**

- a) The Committee should meet at least four times a year. Agreed dates of meetings should be published in the Council's Meeting calendar.
- b) The Clerk of the Council will issue a summons and agenda at least three days before each committee meeting. In the event the Clerk is absent and unable to issue the agenda, the agenda and summons will be issued by the chair.
- c) Each Committee Meeting should wherever possible be attended by an officer of the Council who act in an advisory role and who will ensure all business transacted falls within the remit and powers of the committee. The attending officer will produce draft minutes of the meeting. Only in the event an officer is unable to attend, and the timeframe of events means the meeting cannot be postponed, the committee must appoint a minute taker from within its members.
- d) Minutes will be issued in draft form to the following (in the specified order).
  - i) To the Chair for initial comment. (If a committee member acted as minute taker due to an officer not being present, the Clerk should be forwarded the draft minutes at the same time as the Chair to verify that decisions were in accordance with the Committee's powers, the Council's regulations and with legislation.)
  - ii) After agreement by the chair, to the committee members for comment.
- e) Minutes will be approved at the next meeting of the committee and each page signed by the chair.
- f) The minutes of all the Committee meetings, whether in draft form or approved, will be presented to the next Full Council Meetings and any recommendations made by the Committee or decisions made that the Clerk feels should be ratified by Full Council will be an agenda item of that meeting to obtain Full Council approval.

Approved at the Full Council Meeting dated:

Minute Reference:

Chair:

Clerk:

# Kidsgrove Town Council

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## Staffing Committee Terms of Reference.

### 6) Introduction

The Staffing Committee is set up as a standing committee to oversee and manage Kidsgrove Town Council's staffing matters. Unless it has delegated authority, the committee will propose recommendations to Full Council as required.

The Committee must always abide with the Council's current approved Standing Orders and Financial Regulations.

The membership of the Committee for each Council year and a review of the Terms of Reference will be agreed at each Annual Meeting of the Full Council. The chair will be the Mayor.

### 7) Membership

The Committee will consist of five Councillors with a quorum for a meeting being four Councillors. The Mayor will chair the meeting, or in his absence, those present will elect a chair. In addition, the majority party and the opposition party will each nominate two members (to be approved at the Annual Meeting).

The Committee can only consist of Kidsgrove Town Council Members.

### 8) Aim and Remit of the Staffing Committee

- a) To oversee the Council's staffing arrangements and to ensure that the Council has appropriate procedures in place and adheres to the correct and current employment law. To ensure appropriate contracts and job descriptions are in place.
- b) To conduct the Clerk/RFO's annual staff appraisal, reporting to Full Council that it has been conducted along with any recommendations.
- c) To receive staff appraisals and recommendations of gradings of other staff from the Clerk.
- d) Working with the Clerk, to consider future staffing needs and structure and to make recommendations to full council to ensure that adequate budgetary needs are in place.
- e) To oversee advertising of jobs within the Council.
- f) To oversee the interviewing and recruitment of staff.

- g) To oversee formal grievances from employees, making appropriate recommendations to Full Council.
- h) To oversee complaints against staff making appropriate recommendations to Full Council.

**Note that a Council and its Committees CANNOT delegate any decision making to individual councillors or groups of councillors such as a working party.**

#### **9) Delegated powers of the Staffing Committee**

- a) To produce and place adverts within the Council's staffing budget when staff are recruited.
- b) For the recruitment and selection of a member of staff but the selected final choice of candidate by the Staffing Committee for a role must be approved at Full Council.
- c) Considering and implementing any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service.
- d) Reviewing job descriptions, person specifications all contracts of employment for recommendation to full council for approval.
- e) Managing long term sickness and incidents at work.
- f) Reviewing employment policies/procedures for recommendation to full council for approval
- g) Being responsible for the preparation and submission of budget proposals in respect of salaries and employees training to full council.
- h) Reviewing employees pay awards and increments for recommendation to full council for approval
- i) Overseeing the first part of a disciplinary investigation in line with the council's disciplinary procedures which includes appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken.
- j) Overseeing an employee's formal grievance(s) in line with the council's grievance procedures.
- k) Ensuring that confidentiality is maintained over all staffing matters under the Data Protection Act 2018 and the Code of Conduct by all members of the council.

#### **10) Meetings of the Committee**

- a) The Committee should meet at least twice a year but otherwise only as required. Agreed dates of meetings should be published in the Council's Meeting calendar. Staffing matters will normally be discussed with the press and public excluded at the Clerk's discretion.
- b) The Clerk of the Council will issue a summons and agenda at least three days before each committee meeting. In the event the Clerk is absent and unable to issue the agenda, the agenda and summons will be issued by the chair.
- c) Each Committee Meeting should be attended by the RFO and Clerk to the Council who will act in an advisory role and who will ensure all business transacted falls within the remit and powers of the committee. The Clerk/RFO will produce draft minutes of the meeting. In the absence of the Clerk, the person a person present at the meeting will be nominated and selected by those present to take notes.
- d) Minutes will be issued in draft form to the following (in the specified order).

- i) To the Chair for initial comment.
- ii) After agreement by the chair, to the committee members for comment.
- e) Minutes will be approved at the next meeting of the committee and each page signed by the chair.
- f) The minutes of all the Committee meetings, whether in draft form or approved, will be presented to the next Full Council Meetings in a Part 2 (public and press excluded) session and any recommendations made by the Committee or decisions made that the Clerk feels should be ratified by Full Council will be an agenda item of that meeting to obtain Full Council approval.

Approved at the Full Council Meeting dated:

Minute Reference:

Chair:

Clerk: