

UCKFIELD TOWN COUNCIL



COUNCIL COMMITTEES

The following Terms of Reference were agreed at the meeting of the Full Council held on 5th December 2016.

GENERAL PURPOSES COMMITTEE

9 MEMBERS

(Reporting to Full Council)

TERMS OF REFERENCE

The committee is responsible for the strategic and corporate development of the Council and its built facilities, for example by: -

- (i) Ensuring sound financial management of the Town Council for endorsement of Full Council;
- (ii) Promoting effective use of modern technology to secure better service delivery;
- (iii) Supporting the career potential of all staff with an emphasis on effective management and empowerment.
- (iv) Developing effective mechanisms for cultural change and organisational development;
- (v) Promoting a culture of customer focus, responsiveness and continuous improvement;
- (vi) Promoting and developing facilities for the benefit of the residents, businesses and visitors to the Town:

1.0 Financial Matters

To undertake the detailed consideration of all financial matters affecting the Town Council, including:-

- 1.1 Amending the Council's Financial Regulations when necessary;
- 1.2 Approving the allocation of community and other grants, including the setting of appropriate criteria for their award;
- 1.3 Making arrangements for appropriate insurance cover;
- 1.4 Having responsibility for the Council's draft annual accounts and any subsequent recommendation of acceptance to Full Council, including compliance with financial audit;

- 1.5 Having responsibility for considering recommendations from other committees for non-budgeted expenditure;
- 1.6 Establishing and maintaining a revenue budget for areas that are the responsibility of this committee;
- 1.7 Having consideration of capital programmes, new initiatives or the establishment of funds for future responsibilities and liabilities.

2.0 Buildings

To manage and oversee the maintenance of all Council buildings, including buildings and associated structures in open spaces: -

- 2.1 Ensuring that adequate provision is made for their repair and maintenance and such works are carried out in a timely manner;
- 2.2 That, where appropriate, fees and terms and conditions are set for their hire;
- 2.3 That, where appropriate, leases, licences and agreements are considered for use of buildings;
- 2.4 Overseeing the running of the Luxfords Restaurant.

(The buildings and associated structures under these terms include those in the ownership of the Town Council and leased by the Town Council. This includes the Civic Centre, Foresters Hall, Bridge Cottage, the Signal Box, West Park Pavilion, Osborn Hall, Victoria Pavilion, including the social area, grounds depot, toilets and storage area, and Snatts Road Cemetery buildings.)

3.0 Policy

To consider the Council's strategic and corporate development including: -

- 3.1 Making recommendations to Full Council for changes to the Council's Standing Orders;
- 3.2 Making appointments for representatives to outside organisations where their work is allied to the responsibilities of the committee and to receive feedback from those representatives;
- 3.3 Undertaking an annual review of the Town Council's key policy documents to ensure they reflect the current circumstances, legislative updates and guidance and partnership opportunities;
- 3.4 Organising public meetings to inform residents of major issues affecting the Town and to further engage the public in the work of the Council;
- 3.5 Receiving the minutes of the Personnel Sub-Committee and Finance Sub-Committee;
- 3.6 Considering the recommendations from the meetings of Personnel Sub-Committee and Finance Sub-Committee;
- 3.7 Strengthening strategic partnership arrangements with key partner agencies and responding to consultations from services in the Health, Education, Social Services sectors and other consultations relevant to the work of the committee;

4.0 Administration

To deal with all matters relating to the general day to day administration of the Council, including: -

- 4.1 The establishment, review and enforcement of bylaws for areas within the control of the committee;
- 4.2 Making arrangements for the production and editing of the Town Guide;
- 4.3 Making arrangements for the production and editing of 'The Voice,' the Council's newsletter to ensure that residents are informed of the work of the Council and issues that affect the Town;
- 4.4 Making arrangements for the provision and maintenance of the Town Council's website;
- 4.5 Overseeing the payment of professional fees and subscriptions;
- 4.6 Arranging training courses, seminars, conferences etc., for both Officers and Members.

ENVIRONMENT AND LEISURE COMMITTEE

9 MEMBERS

(Reporting to Full Council)

TERMS OF REFERENCE

The committee is responsible for delivery and strategic development of the Council's environment and leisure services, for example by: -

- (i) Ensuring sound financial management of matters relating to this Committee;
- (ii) Promoting effective use of modern technology to secure better service delivery;
- (iii) Developing effective mechanisms for cultural change and service development;
- (iv) Promoting a culture of customer focus, responsiveness and continuous improvement;
- (v) Improving and developing services for the benefit of the residents, businesses and visitors to the Town.

1.0 Environment

To co-ordinate and direct environmental improvements and related initiatives throughout the Town, including:-

- 1.1 The consideration and implementation of Town and other developmental plans where appropriate;
- 1.2 In conjunction with our partner agencies, consideration of utilities for the Town;
- 1.3 Liaising with Sussex Police and other partner agencies to assist in the enhancement of community safety;
- 1.4 Promoting of Road Safety Week and the deployment of road safety devices to appropriate locations in the Town;

- 1.5 In conjunction with other partner agencies, consideration of strategic and amenity highway matters, including public transport services;
- 1.6 The provision of street furniture, (litter bins, seats and signage etc.) where appropriate;
- 1.7 The consideration of requests for litter bins and provision of litter bins in line with the Town Council's litter bin policy.
- 1.8 Removing litter and waste on land owned or maintained by the Town Council;
- 1.9 Seeking sponsorship of roundabouts and other Town improvements where appropriate;
- 1.10 In partnership with others, enabling the provision and maintenance of hanging baskets and floral displays in the Town and in open spaces where appropriate;
- 1.11 Maintaining and upgrading the Town Council's remaining street lighting stock to appropriate standards.

2.0 Leisure

To provide active and passive leisure opportunities and facilities for residents of and visitors to the Town, including: -

- 2.1 The maintenance and management of public open spaces, Local Nature Reserves, allotments, sports pitches and play areas;
- 2.2 The provision of and assistance with arts, entertainments and events in the Town;
- 2.3 The promotion of sustainable transport within the Town;
- 2.4 Lobbying for the improvement of local transport services which includes support for re-opening of the railway between Uckfield and Lewes;
- 2.5 The provision of Christmas lights in conjunction with the Uckfield Chamber of Commerce.

3.0 Administration

To deal with all matters relating to the administration of the committee's services, including:-

- 3.1 Establishing a revenue budget including the setting of fees and charges for services that are the responsibility of this committee;
- 3.2 Consideration of capital programmes, new initiatives or the establishment of funds for future responsibilities and liabilities;
- 3.3 Management of grounds maintenance and other contracts;
- 3.4 The administration of interments for Snatts Road cemetery and the maintenance of the cemetery and Holy Cross closed churchyard;
- 3.5 Making appointments for representatives to outside organisations where their work is allied to the responsibilities of the committee and to receive feedback from those representatives;
- 3.6 The establishment, review and enforcement of bylaws for areas within the control of the committee;
- 3.7 The provision of notice boards at specific locations to promote Town Council meetings and initiatives;
- 3.8 Maintenance of the Town clock.

PLANS COMMITTEE

7 MEMBERS

(Reporting to Full Council)

TERMS OF REFERENCE

The committee is responsible for making representations to the appropriate authorities in response to planning applications in the Town, specifically: -

- (i) Considering and responding to all planning applications whether notified under the Local Government Act 1972, Section 20, Schedule 16 or not;
- (ii) To be responsible for recommending the placing of Tree Preservation Orders where appropriate;
- (iii) Commenting on licensing applications as and when necessary;
- (iv) Commenting on street naming where requested.

PERSONNEL SUB-COMMITTEE

5 MEMBERS

(Reporting to the General Purposes Committee)

TERMS OF REFERENCE

The sub-committee is responsible for making recommendations to the General Purposes Committee on staff matters including: -

- (i) Consideration of staffing levels;
- (ii) Consideration of policies relating to personnel matters including recruitment, Equal Opportunities, the Disability Discrimination Act and other 'staff' matters;
- (iii) Consultation on senior staff appointments;
- (iv) Support the work-based pension reforms to auto enrol staff onto the Local Government Pension Scheme;
- (v) Consideration of staff terms and conditions including special conditions;
- (vi) Convening panels for hearing appeals from staff against grievance and disciplinary procedures;
- (vii) Convening panels for grievances and disciplinary procedures against the Town Clerk.

FINANCE SUB-COMMITTEE

5 MEMBERS

(Reporting to the General Purposes Committee)

TERMS OF REFERENCE:

The sub committee is responsible for making recommendations to the General Purposes Committee on financial and associated matters including:-

- (i) Considering and reviewing of the Council's Financial Regulations in response to legislative changes and best practice; making recommendations to General Purposes Committee where required;
- (ii) Considering and reviewing of the Council's Insurances and level of cover required.
- (iii) Considering of the Council's grants criteria;
- (iv) Reviewing the Council's grant allocations and making recommendations to General Purposes Committee on the proposed annual allocation;
- (v) Considering up to date information and undertake periodic reviews of the Council's budgets in line with the five year Strategic Plan; recommending amendments where required.
- (vi) Conducting periodic reviews of the Council's arrangements for banking, loans, asset management and pension policies;
- (vii) Recommending arrangements for dealing with bad debts as they arise.

URGENT CONSULTATION PANEL

MEMBERS – The Mayor, Deputy Mayor, Chairmen of the General Purposes, Environment and Leisure and Plans Committees.

TERMS OF REFERENCE

The panel is responsible for: -

- (i) Providing urgent decisions and actions where recourse to the appropriate committee or Full Council meeting is not possible;
- (ii) Reporting such decisions and actions to the next appropriate meeting of the relevant committee.

NEWSLETTER EDITORIAL PANEL

3 MEMBERS

(Reporting to the General Purpose Committee)

TERMS OF REFERENCE

The panel is responsible for:-

- (i) Producing and editing the Council's newsletter, 'The Voice' in conjunction with the Town Council Office.