



Broseley Town Council

Committee Structure and Terms of Reference

The Town Council consists of 11 Councillors, who are the elected representatives of the people of Broseley.

The Full Council delegates specific responsibilities to its main committees, by using the power of Section 101 of the Local Government Act 1972.

The Committees are "Finance," "Personnel," "Planning" and "Cemetery".

These Committees assist the Town Council in sharing the workload and this ultimately results in Full Council meetings being more efficient and as a result shorter in duration, as it is generally able to review the recommendations and decisions made by its Committees. In turn the Committees may delegate issues to Sub-Committees, which have a specific area of responsibility, usually in an advisory capacity. All Committees and Sub-Committees may discuss issues as defined in their specific terms of reference.

Matters to be resolved only by the Council

- a) Issuing the precept.
- b) Borrowing money.
- c) Approving the end of year Accounts and Annual Report.
- d) Incurring capital expenditure over and above the Council's approved budget.
- e) Incurring revenue expenditure which is over and above the Council's approved budget and is in excess of £250 per item.
- f) Amending Standing Orders and Financial Regulations.
- g) Reviewing the authority's committee structure, constitution and procedures as necessary. Fixing the number of Committees, and the names and number of Members appointed to each Committee.
- h) Determining the functions and constitution of Committees and Sub-Committees.
- i) Fixing the dates of routine meetings of the Council and its Committees.
- j) Filling of Member vacancies occurring on any Committee or Council (if required to do so by law).
- k) Appointing or nominating persons to fill vacancies on outside bodies on behalf of the Council and receiving reports back from delegates.
- l) To review the administrative functions of the Council.
- m) To exercise the Town Council's powers to direct as to the custody of parish property and documents in accordance with the provisions of Local Government Act 1972, s. 226.
- n) To consider legislation and the consequences thereof upon this authority and disseminate such information to all Members of the authority and their staff.
- o) To consider all matters appertaining to any re-organisation of Local Government and the ramifications for this authority.
- p) To consider Council policy on all issues including those arising from the Quality Council's mandate.
- q) To consider all aspects of the management of property and land which is owned by this authority, leased to the authority or over which this Council has control.
- r) To consider complaints made against the Council by members of the public.

- s) To review the editorial content and ensure the regular publication of a quarterly newsletter
- t) To enforce the authority's By-laws policy
- u) To decide upon matters referred by Committees.
- v) To receive reports on issues dealt with at Committee.
- w) The election of Mayor and Deputy Mayor.
- x) Confirming the appointment or dismissal of the Town Clerk.

Committee rules and structure

1. Composition

- The Composition of Committees shall be 4 (four) Members of the Council.
- The Town Mayor and Deputy Town Mayor are ex officio Committee Members with Voting Rights.
- The Committees shall be responsible for the election of Committee Chairman and Vice Chairman annually.

2. Attendance at Meetings

- All members of the Council may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless appointed as a member of the Committee.

3. Sub-Committees/Working Groups

- Committees shall form sub-committees as required to deal with specific issues as necessary. Membership will comprise: Chairman of the committee and a minimum of two (2) Members of the Committee.

4. Delegated Powers

- Committees have delegated powers to make binding decisions on behalf of the Council as indicated in their delegated responsibilities, provided that in all cases the meeting is quorate.
- Any decisions which are taken where there is not a majority of Council members will be subject to the approval of full Council.
- Financial decisions can only be voted on by Council members.

5. Quorum of Committee

- Three members of the Committee shall constitute a quorum. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

6. Non Councillor Committee Members

- Non Councillors may be co-opted onto Committees (with the exception of Finance Committee) to assist with the work of the committee.

7. Review

- These terms of reference are to be reviewed annually in June.

Committee Terms of Reference/Delegated Responsibilities

Finance Committee

1. Control of the finances of the Council, including recommending and monitoring the annual budget . Proposing a precept demand for the billing authority to be put before full Council.
2. To undertake quarterly reviews of expenditure against the approved budget and to report thereon to the Council highlighting any variations.
3. To ensure proper arrangements for the conduct of the statutory annual audit, including the appointment of an internal auditor.
4. To approve the Annual Statement of Accounts and submit them to Council for adoption.
5. To consider virements as necessary.
6. To undertake the regular review of the Council's banking arrangements and investments.
7. To make recommendations on fees and charges.
8. To make recommendations on insurance.
9. To undertake the evaluation of tenders and quotations for work to be undertaken on the Council's behalf and to recommend to the Council the most appropriate tender(s) for acceptance.
10. To determine all Section 137 (as amended) Local Government Act 1972 expenditure.
11. To consider grants to other organisations for the encouragement and support of the work of those organisations and make recommendations to Council.
12. To consider matters referred by full Council.

Personnel Committee

1. To consider all matters regarding the staff of the Council.
2. To review the terms and conditions of employment of staff to comply with new employment legislation as necessary.
3. To consider all aspects of Health and Safety for those staff, buildings and land over which this Council exercises control.

Planning Committee

1. As a Statutory Consultee of the Planning Authority, to consider all applications passed to Broseley Town Council by the Planning Authority and other statutory bodies and to make recommendations upon the suitability of the application.
2. To refer applications to Council which need the consideration of full Council.
3. To report to Council on decisions made on behalf of the Council.
4. To make recommendations to the Council regarding:
 - a. Regional Planning Advice.
 - b. The County Structure Plan.
 - c. The Local Development Framework.
 - d. All issues appertaining to or arising from the above plans.

5. To make recommendations to the Council regarding the planning structure in the parish of Broseley and planning policy in general.

Cemetery Committee

1. To consider all matters regarding the Town's Cemetery and the Chapel.
2. To undertake an annual review of the Fees and Charges for the Cemetery and to make proposals to Council.
3. To monitor and undertake an annual review of the Rules and Regulations pertaining to Interments and Memorials and make recommendations to Council.
4. To prepare a rolling programme of maintenance and to make recommendations to Council.
5. To commission, receive, consider and make recommendations on reports received from other standing committees, council officers, working groups, external organisations, companies and or similar bodies in relation to cemetery policy.
6. To ensure all relevant regulation and legislation relating to cemetery operation is complied with.
7. To review Health and Safety within the Cemetery and implement policies and procedures in accordance with recommended practice.
8. To receive reports on the number of burials and make rulings on proposals for headstones or memorials.
9. To have authority to spend delegated budgets.

These Terms of Reference were adopted by Council on 13th January 2009 and were effective from 12th May 2009. They were revised on 14th July 2009 and 13th July 2010.