

2021-2022 COUNCIL AND COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATION

Scheme of Delegation

To appoint the Town Clerk as the Council's Proper Officer

To delegate to the Assistant Town Clerk all powers delegated to the Town Clerk by Council, Committee or Standing Orders in the Town Clerk's absence

To delegate to each Committee of the Council power in relation to all matters within the Committee's Terms of Reference and power to incur expenditure provided that it is within budget, except for decisions/functions specifically reserved for Full Council in law or under the Council's Standing Orders.

Full Council and Ordinary Committees - Terms of Reference

Full Council

All matters reserved specifically by law – budget approval, precept setting, byelaws, etc

Standing items as per Agenda

Acquisition or sale/lease of land

Approval of contracts/SLAs

Tenders

Use of reserves – General or Specific

Creation of a Specific Reserve

Decision to adopt a new facility or service

All matters not delegated to a Committee or the Clerk

All decisions with financial implications that are not in current budget

Arts, Events and Heritage Committee

8 Members on Committee. Non Committee members welcome. Only Town Council Members to vote. Quorum 4 Councillors.

Council events – food festival, Christmas festival, Christmas light switch on, Larks, Remembrance Day and One off Council events

Council's support of other events, art groups and art organisations including well dressings/ arts trail/ St Georges/Arts Festival

Council's support of performance spaces for theatre, music and other community activity and further public art installations

Planters and flower displays and beds

Communications and Website content re jurisdiction of committee

Newsletter and Town Guide

Council's support of the World Heritage Site and its buffer zone

To promote open access to the Town, the arts and events

To promote environmental initiatives in the Town

National Awards – EMIB, Great British High Street, Green Flag

To approve licences for outside events using the Memorial Gardens, Market Place and The Coppice car park

Power delegated by Full Council to make decisions without financial implications and also with financial implications where spend in budget

Meets minimum of 3 times within a year

To establish the following Event Organisation Groups

Food Festival

Christmas

Remembrance Day

To meet ad hoc and report to the Arts, Events and Heritage Committee

Facilities and Local Economy Committee

8 Members on Committee. Quorum 4 Councillors.

Car parks (St Johns, The Coppice and Gibfield Lane)

Market Place

Public Toilets

Grit bins, bus shelters, seats, street furniture and handrails

Councils fixed assets

Coppice Lock up

St Johns Chapel/Town Centre Office

IT system, equipment and website provider

Council's fixtures and fittings

Golden Jubilee Clock

Spencer Monument

Market Place monument

War Memorials – Milford and Belper

Allotments and green spaces – (Memorial Gardens)

Monthly Market

Licences for use of Council's land for events

Memorial bench applications

Footpath maintenance

To support Love Belper and other local traders

Powers delegated by Full Council to make decisions without financial implications and with financial implications as long as in budget

Meets minimum of 5 times within a year

Finance, Governance and Staff Committee

8 Members on Committee. To include Mayor. Quorum 4 Councillors.

Finance

To include at the November Meeting -budget setting and to receive reports from the bodies to which the Council gives an annual grant and make recommendations to Full Council with regard to the continuance of the annual grant (including amount).
To review grants held as earmarked reserves for future large non council projects and make recommendations to Full Council.

Governance

To include data protection, FOI, transparency and publication scheme

To recommend approval all policies of the Council

Annual Review of Contracts/Relationships with other Local Authorities, Not for Profit Organisations and Businesses

Staff –this part of the Meeting to be held in confidence

Annual review of Staff/Employment Policies

A recommending committee – all decisions to be recommended to Full Council

Meets minimum of 3 times within a year

Youth Committee

10 Members on Committee. Non Committee members welcome. Only Town Council Members to vote. Quorum 4 Members.

To advise the Full Council and its committees on the needs of young residents.

To work with appropriate youth organisations within Belper.

To support Belper Children's centre on Alder Road

To support organisations which aid young people with Alcohol, drugs and other issues.

To help and assist with relevant Belper events involving the Youth of Belper

To setup and facilitate the Youth Council

Power delegated by Full Council to make decisions without financial implications and also with financial implications where spend in budget

Meets minimum of 3 times within a year

Planning Committee

8 Members on Committee. Non Committee members welcome. Only Town Council Members to vote. Quorum 3 Members.

5 Council members on Committee at least one Councillor from each ward (These Councillors can not be planning board members at Amber Valley Borough Council). To be chaired by a Council Member.

Actively engaging with developers who will work with Belper Town Council in advance of any formal planning application. Committee will invite them to refer to the Neighbourhood Plan.

Maximising the use of the Neighbourhood Plan and preparing reviews of the plan as required by regulation.

Will support local residents affected by development proposals and closely monitor decisions made by Amber Valley Borough Council.

The Committee will look at the material considerations and also list “non-material” concerns to ensure that the Planning Officer is aware of local issues.

To consider planning applications and to draft comments for submission to Amber Valley Borough Council. All draft comments must be agreed by Full Council at the next appropriate Council meeting

A recommending committee – all decisions to be recommended to Full Council

Meets 11 times within a year

Neighbourhood Plan Working Group

Minimum of 10 and a Maximum of 18 members on Working Group. 4 Councillors. Non Council members welcome. Quorum 7.

4 Council Members on Working Group. To be chaired by a Council Member. Finance Office to be a Councillor.

Power delegated by Full Council to make decisions without financial implications and also with financial implications where spend in Grant budget. Adoption of the Plan and key decisions to be reserved for Full Council.

Working Group to appoint the following – Chairman, Vice Chairman, Minutes Secretary, Communications Officer, Plan Editor and Finance Officer.

To meet on an adhoc basis

Herbert Strutt Charity Committee

6 Members. Quorum 4.

The Council as Trustee delegates to the Committee the power to administer and manage the Charity.

To consider applications to the Charity and approve/decline grants applications.

To annually review the Grant Conditions, the Grant Application Forms and the investment of the Charity's Funds.

Delegation to the Town Clerk to give advice regarding the Charity, promote the Charity, assist individuals with Grant Applications, arrange meetings of the Committee and assess the Urgency or otherwise of Grant applications.

To meet up to 4 times a year to consider distributions of income. The Committee may, in addition, meet on an urgent basis to consider an urgent distribution.