

2022-2023 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 give the Town Clerk delegated powers to grant licenses for events held on the Market Square and Memorial Gardens.

To delegate to the Town Clerk the ability to agree any spending by the Youth Council under £500.00 that is within budget. All budget requests must be formally agreed by the Youth Council before being submitted to the Town Clerk.

To delegate to the Town Clerk responsibility for all ongoing matters relating to event organisation and property management where decisions are required before a meeting could be reasonably convened.

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

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

Approval of Small Grants and SLAs

Tenders

Use of reserves – General or Specific and creation of a Specific Reserve

Decision to adopt a new facility or service

All staffing matters

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. Quorum 4 Councillors.

To allow Members of the Public to attend and speak in line with Standing Orders.

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 establish the following Event Organisation Working Groups;

Food Festival

Christmas

Remembrance Day

Larks in the Park

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

To appoint Working Groups for any other matters within it's existing terms of reference.

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

Facilities and Local Economy Committee

8 Members on Committee. Quorum 4 Councillors.

To allow Members of the Public to attend and speak in line with Standing Orders.

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)

All Market Activities to include monthly market, Sunday and Friday markets etc.

Memorial bench applications

Footpath maintenance

To support Love Belper and other local traders

To appoint Working Groups for any other matters within it's existing terms of reference.

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.

To allow Members of the Public to attend and speak in line with Standing Orders.

Finance

To provide a draft budget to be recommended to Council.

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 of all policies of the Council

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

Staff

Annual review of Staff/Employment Policies

To appoint Working Groups for any other matters within it's existing terms of reference.

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 to include 7 Town Councillors plus 3 co-opted members (to include Chair of the Youth Council). Only Town Council Members to vote. Quorum 4 Members.

To allow Members of the Public to attend and speak in line with Standing Orders.

To be chaired by a Belper Town Councillor.

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

To appoint Working Groups for any other matters within it's existing terms of reference.

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 the Committee to include 5 Town Councillors plus 3 co-opted members. Only Town Council Members to vote. Quorum 3 Town Council Members

To allow Members of the Public to attend and speak in line with Standing Orders.

Five Council members to sit on the Committee, to include at least one Councillor from each ward. (These Councillors cannot be Planning Board members at Amber Valley Borough Council).

To be chaired by a Belper Town Councillor.

To review planning applications and to draft comments, based upon material considerations for submission to Amber Valley Borough Council. All draft comments to be agreed by Full Council at the next appropriate Council meeting before submission to the Planning Authority.

To engage with developers where necessary, to advise on the contents of the Neighbourhood Plan, inviting them to refer to the Neighbourhood Plan and reflect it's requirements in any subsequent planning application.

To Maximise the use of the Neighbourhood Plan.

To appoint a Neighbourhood Plan Working Group to prepare reviews of the plan as required by regulation. The Working Group to consist of 3 members of the Planning Committee and to report to the Planning Committee.

To appoint Working Groups for any other matters within it's existing terms of reference.

To provide advice to local residents on matters relating to the contents of the Neighbourhood Plan.

All Planning Committee members to be aware of their responsibilities with regards to any bias or predetermination issues.

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

Meets 11 times within a year

Herbert Strutt Charity Committee

6 Members. Quorum 4.

No Public Speaking at this Committee

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.