

2019-2020 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- Planning, consultations, etc

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

Neighbourhood Plan adoption/approval.

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/Belper Games/Belper Goes Green

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

Communications and Website content

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 Tourism and local attractions in the Town

National Awards – EMIB, Great British High Street

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

Meet 3 times a year

To establish the following Event Organisation Groups

In Bloom

Food Festival

Christmas

Remembrance Day

To meet ad hoc and report to the Arts Committee

Facilities, Environment 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)

Farmers Market

Licences for use of Council's land for events –Proctor's Fair, arts trail

Memorial bench applications

Footpath maintenance

To promote environmental initiatives in the Town generally and on Town Council facilities

To support Love Belper and other local traders

Planters and flower displays and beds

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

Meet 3 times per year

Finance, Governance and Staff Working Party

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 review policies annually – at April meeting

To include data protection, FOI, transparency and publication scheme

To approve 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

Meet 3 times 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 monthly

Youth Committee

8 Members on Committee. Non Committee members welcome to include young people. Quorum 4 Members.

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

To work with The Drop Inn, Fleet Arts and Blue Box and sports organisations

To support Belper Children's Centre on Alder Road

To support organisations which provide assistance for young people with Alcohol, drug and other issues.

A recommending committee – all decisions to be recommended to Full Council or a Committee

To meet 2 times a year

Herbert Strutt Charity Committee

6 Councillors. 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.

Planning Response Coordinators

4 Councillors one from each Ward. To have undertaken training in planning issues. To report to Full Council re planning applications and to draft responses to Planning Applications where requested to so by Full Council. Responses to be approved and sent by the Town Clerk.