



## **STONEHOUSE** **TOWN COUNCIL**

### **Terms of Reference: Town Council and Town Committees**

#### **Terms of Reference - Town Council (TC)**

- Adopts a Code of Conduct
- Appoints Committees
- Adopts Policies & Procedures & Terms of Reference & Standing Orders
- Co-opts Councillors
- Appoints an Independent Internal Auditor
- Appoints a Responsible Financial Officer
- Authorises Expenditure from Reserves
- Agrees an Annual Budget & Precept
- Debates Matters of Public Interest
- Confirms Eligibility of General Power of Competence
- Approves the stages of the Neighbourhood Plan
- Approves the Year End Accounts, makes Statement of Assurances
- Makes resolutions to govern the work of the Council
  - Acts as Data Controller
  - Authorises special payments & contracts as required under Financial Regulations
  - Considers any legal matters including legal disputes, acquisitions and disposals of Fixed Assets
  - Authorises Expenditure of S106
  - To ensure that the council is adequately insured
  - To approve subscriptions

#### **Terms of Reference - Council Business Committee (Chair and Vice Chair of Council plus 6 councillors)**

- To set a budget for the sound administration of the council's business and town hall
- To monitor the annual draft budgets for each committee ensuring value for money and recommend the level of precept
- To approve the annual accounts prior to submission for internal audit and presentation at annual town meeting
- To review expenditure against budget
- To consider internal and external auditors' reports and make recommendations to council
- To consider the objectives and priorities of the TC and make recommendations as necessary to the council
- Promotion of the TC, through Mayoral activities, Annual Town meeting, website, newsletter, social media and community engagement
- To draw up and review TC policies and standing orders
- To review TC investments

- To set fees and charges for hire of council premises
- To consider applications for TC grants.
- To carry out annual risk assessments on all council activities
- To manage the lease or hire of the sports stadium, pitches, and public land making an annual review of charges
- To appoint working groups and consider their reports and agree any actions
- To review the levels of use of the Youth Centre, ensuring value for money
- To create management policies with regards to youth matters
- To be responsible for those staffing matters not in the responsibility of the line manager i.e. grievance appeals, salary adjustments, staffing structure, dismissals, appointments
- To ensure adequate staff training and development
- To review staffing levels to minimise risk to council's operation

#### **Terms of Reference - Town Environment Committee (Chair and Vice Chair plus 6 councillors)**

- To draft a budget for acceptance by the Town Council
- To review expenditure against budget and make timely requests for additional funding from reserves
- To be responsible for the upkeep and improvement of council premises/playing fields making periodic inspection to assess safety and functionality
- To review street furniture, maintenance and replacement
- To organise seasonal displays to enhance amenity land
- To appoint working groups and consider their reports and agree any actions
- To receive and record planning results from Stroud District Council
- To consider and respond to planning, appeals, scoping reports and pre-application consultations
- To consider environmental issues relating to Stonehouse and seek funding for ad hoc projects
- To consider traffic and transport issues
- Respond to other local authority consultations about strategic plans
- To consider regeneration issues relating to Stonehouse, including Neighbourhood and Local Plans.
- To work towards the creation of a cultural identity for Stonehouse with provision of annual events
- To manage the maintenance and use of the Town Greens

#### **Terms of Reference - Human Resources Sub-committee (reports to the Business Committee)**

The HR Sub Committee will consist of the Chair and Deputy Chair of Council, plus two other councillors.

It is responsible for:

- issues pertaining to the wellbeing, support and development of all the Council's people including councillors, paid staff and any volunteers.
- employment matters (including relating to contracts, Terms and Conditions,

Job Descriptions and recruitment) of paid staff.

- Ensuring it has sufficient level of HR expertise which may include purchasing of services subject to the agreement of the relevant committee.

All matters affecting Council employees, councillors and volunteers will be discussed in confidence.

**Reviewed: TC 15 March 2021 (Minute TC2577)**

**Review date: March 2022**