

Yateley Town Council

# Committee Terms of Reference



## 1.0 Introduction

1.1 The purpose of this policy is to outline the areas of responsibility for the Council's various Committees.

1.2 All Council meetings are held in The Oak Room, Council Offices and follow a meetings schedule agreed in advance by the Council. Evening meetings start at 7.00pm and daytime meetings are at 10.00am, unless otherwise stated on the meeting agenda.

1.3 All Standing Committee meetings are open to members of the public, except where a resolution has been passed to close the meeting so that specific items, such as staffing or commercially sensitive matters, are to be discussed.

1.4 The Council's Standing Committees are subject to the Council's Standing Orders and Financial Regulations.

1.5 The Council has the following Standing Committees:

- Finance & Policy
- Planning & Licensing
- Community & Environment
- Personnel
- Appeals

1.5.1 Membership of the Standing Committees will be agreed at the Annual Meeting of the Town Council in May. In accordance with the Council's Standing Orders, Committee Chairs and Vice-Chairs will be agreed at the Annual meeting of the Town Council.

1.5.2 Minutes from the Standing Committees are to be produced and issued to Full Council for noting, questions or brief comment.

1.5.3 The Standing Committees have their own budget responsibilities, under the constraints of the Council's Financial Regulations.

## 1.6 Approval of Schedule of Payments by Committees

All standing committees of Yateley Town Council are authorised to approve the schedule of payments, subject to the council's financial regulations and budgetary constraints. This authority is granted to ensure efficient financial management and timely processing of payments. **Only Councillors will be able to vote on this item, in accordance with the Council's governance procedures.**

1.7 The Council currently has no operational Committees.

1.7.1 Operational Committees and Working Groups/ Parties enable the Council to research topics and carry out operational tasks, reporting into their parent Committee. Since these meetings do not have any financial or decision making powers, they are not required to meet in public or publish meeting agenda in the same ways as the Council's Standing Committees.

1.7.2 Membership and Chairs of the Operational Committees are to be agreed by the parent body at the start of the municipal year, or as otherwise agreed.

1.7.3 Notes from the Operational Committees are to be produced and issued to the parent body for noting, questions or brief comment.

## 2.0 Terms of Reference for Standing and Operational Committees

### 2.1 Standing Committees

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| <b>Name:</b>               | <b>Finance &amp; Policy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Type &amp; Parent:</b>  | Standing Committee – reports to Full Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Membership:</b>         | 7 Members to include Chairs of the Environment Committee and the Planning & Licensing Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Quorum:</b>             | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Terms of Reference:</b> | <ul style="list-style-type: none"> <li>• Drafting the annual budget, precept request and management of the Council's reserves, in conjunction with the other Standing Committees, for Full Council approval.</li> <li>• Monitoring and approval of the Town Council's management accounts, including income, expenditure, debtor and creditor accounts, on a bi-monthly basis.</li> <li>• Review and approval, as permitted, budget modifications requested by other Committees (budget virements).</li> <li>• Town Council policy formulation, policy review and compliance in line with the Council's objectives. Review of Financial Regulations and Standing Orders, prior to Full Council approval.</li> <li>• Monitoring overall financial performance, internal controls and external audit.</li> <li>• Review of the Council's Annual Risk Assessment prior to Full Council approval.</li> <li>• Monitoring of any relevant health and safety matters.</li> <li>• Monitoring of any matters relating to data protection, including reporting any data breaches to the ICO within 72 hours of becoming aware.</li> <li>• Awarding and monitoring of contracts and expenditure (excluding for staff) relating to Council administration, or as deemed appropriate, in accordance with the Council's Standing Orders and Financial Regulations and to obtain best value.</li> <li>• Setting of all Council fees and ensuring adequate revenue is generated from commercial activities.</li> <li>• Review and approval of grant requests under £10,000, for applications that meet the Council's Grants policy.</li> <li>• Monitoring progress against the Town Council Plan.</li> <li>• Maintaining the asset register.</li> <li>• Approval and monitoring of the Council's banking and loan (PWL) arrangements.</li> <li>• Monitoring of existing investments and exploring other investment opportunities, as required.</li> </ul> |

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| <b>Name:</b>               | <b>Community &amp; Environment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Type &amp; Parent:</b>  | Standing Committee – reports to Full Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Membership:</b>         | 8 Members                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Quorum:</b>             | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Terms of Reference:</b> | <ul style="list-style-type: none"> <li>• Overseeing all service delivery, including promotion of the community and environmental wellbeing of the parish.</li> <li>• Review and approval of policies relating to: <ul style="list-style-type: none"> <li>○ General environment policies</li> <li>○ Tree management</li> <li>○ Climate change</li> <li>○ Open spaces</li> <li>○ Heathlands Cemetery</li> <li>○ Community and Events</li> </ul> </li> <li>• Maintenance and enhancement of all Council run facilities including: <ul style="list-style-type: none"> <li>○ Heathlands Cemetery</li> <li>○ All Council owned open spaces</li> <li>○ Community halls and buildings</li> <li>○ Play areas</li> <li>○ Swan Lake</li> <li>○ Allotments</li> <li>○ Physical assets including the war memorial, bus shelters, benches, gym equipment and bins.</li> <li>○ Hanging baskets and Christmas lighting</li> </ul> </li> <li>• Awarding and monitoring of contracts and expenditure (excluding for staff) relating to the external environment, the Council's physical assets, open spaces, projects and events or anything else as deemed appropriate, in accordance with the Council's Standing Orders and Financial Regulations and to obtain best value.</li> <li>• Proposing and review of capital expenditure projects.</li> <li>• Overseeing the Council Climate Action Plan and Biodiversity Action Plan.</li> <li>• Supporting regular Police liaison meetings.</li> <li>• Conducting consultation and community engagement.</li> <li>• Supporting community events and projects through grants, use of council land and publicity.</li> </ul> |

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| <b>Name:</b>               | <b>Planning &amp; Licensing</b>                                                                                                                                                                                                                                                                                           |
| <b>Type &amp; Parent:</b>  | Standing Committee – reports to Full Council                                                                                                                                                                                                                                                                              |
| <b>Membership:</b>         | 6 Members                                                                                                                                                                                                                                                                                                                 |
| <b>Quorum:</b>             | 3                                                                                                                                                                                                                                                                                                                         |
| <b>Terms of Reference:</b> | <ul style="list-style-type: none"> <li>• Submission of comments for planning and licensing applications and appeals in the parish or surrounding the parish, where there a significant impact on parish residents is likely.</li> <li>• Tracking of key planning applications, enforcement action and appeals.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>Tracking the implementation of policies from the Neighbourhood Plan.</li> <li>Engagement with outside bodies as required, such as Hart District Council, the local housing associations and planning agents or developers, to enable the best outcome for residents.</li> <li>Monitoring of section 106 or Community Infrastructure Levy contributions.</li> </ul> |
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| <b>Name:</b>               | <b>Personnel</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Type &amp; Parent:</b>  | Standing Committee – reports to Full Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Membership:</b>         | 4 to include Chairs of the Finance & Policy Committee, the Environment Committee and the Planning & Licensing Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Quorum:</b>             | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Terms of Reference:</b> | <ul style="list-style-type: none"> <li>Recruitment of the Town Clerk and the Deputy Town Clerk posts.</li> <li>Setting employment contracts for the Town Clerk and Deputy Town Clerk posts.</li> <li>Responsibility for all aspects of staff employment, conditions and job descriptions.</li> <li>Monitoring any changes to employment legislation, pensions, employer liabilities and duties.</li> <li>Annual review of all staff salaries for proposal to the Finance &amp; Policy Committee.</li> <li>Review and approval of any change to the staff structure or the creation / removal of posts.</li> <li>Implementing the staff disciplinary, persistent staff absence or grievance processes, in accordance with the Council's policies.</li> <li>Managing the process leading to staff dismissal, including redundancy.</li> <li>Implementing performance management for the Town Clerk and monitoring performance management for all other staff.</li> <li>Receiving regular staff updates from the Town Clerk on matters including staff recruitment, operational updates / concerns, training and staff development.</li> <li>Addressing any other matter that Full Council considers appropriate for the Committee, except the day-to-day management of staff.</li> </ul> |

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| <b>Name:</b>               | <b>Appeals</b>                                                                                                                                                                             |
| <b>Type &amp; Parent:</b>  | Standing Committee – reports to Full Council                                                                                                                                               |
| <b>Membership:</b>         | 5 Members who are not on the Personnel Committee                                                                                                                                           |
| <b>Quorum:</b>             | 3                                                                                                                                                                                          |
| <b>Terms of Reference:</b> | <ul style="list-style-type: none"> <li>Managing the staff appeals process in accordance with the Council's Disciplinary &amp; Grievance policies and other professional advice.</li> </ul> |

## Amendment Record

Version 1: Reviewed by Finance & Policy Committee 19<sup>th</sup> April 2021  
Agreed by Full Council on 10<sup>th</sup> May 2021  
Version 2: Approved by Full Council 9<sup>th</sup> May 2022  
Version 3: Approved by Full Council 15<sup>th</sup> May 2023  
Version 4: Approved by Full Council 13<sup>th</sup> May 2024  
Version 5: Approved by Full Council 12<sup>th</sup> May 2025  
Version 6: Approved by Full Council 11<sup>th</sup> May 2026  
Version 7: Proposed 8<sup>th</sup> June 2026

**Due for Review:** May 2027