

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Craig Wilcox

77 High Street  
Thrapston  
Northamptonshire  
NN14 4JJ

Tel: (01832) 734 673

Email: [clerk@thrapstontowncouncil.gov.uk](mailto:clerk@thrapstontowncouncil.gov.uk)

Website: [www.thrapstontowncouncil.gov.uk](http://www.thrapstontowncouncil.gov.uk)



## Minutes of the Annual Meeting of Thrapston Town Council held on Tuesday 16<sup>th</sup> May 2023 at 7.15pm at The Town Council Office

**Present: Cllr Wilcox (Chairman), Cllr Cairns, Cllr Glover, Cllr McGovern,  
Cllr McLuckie, Cllr Storey, Cllr Twigger, Cllr Wheeler, Cllr Winter, Cllr Worley**

**In attendance: Linda Brodier (Town Clerk) Janis Zakis (Facilities Manager)  
David Brackenbury (Ward Councillor)**

No.	Item	Action	By Whom
1.	<p><b>To Elect a Chairman and receive Declaration of Acceptance of Office</b> Cllr Wheeler chaired this item and asked for nominations for the position of Chairman/Mayor. Cllr Wilcox was proposed, seconded and agreed by all. There being no further nominations Cllr Wilcox was duly elected and he declared his acceptance of office.</p>		
2.	<p><b>Apologies for Absence</b> Cllrs Glover, Hawkins &amp; Latimer had tendered their apologies which were accepted.</p>		
3.	<p><b>Declaration of Interest</b> None.</p>		
4.	<p><b>To Elect a Vice-Chairman</b> Cllr Wilcox asked for nominations for the position of Vice Chairman/Deputy Mayor. Cllr McGovern was proposed, seconded and agreed by all. There being no further nominations Cllr McGovern was duly elected and he accepted the position.</p>		
5.	<p><b>Public Open Time</b> None.</p>		
6.	<p><b>To approve the Minutes of the Full Town Council meeting dated 25<sup>th</sup> April 2023</b> <b>Resolved</b> that the Minutes of the Full Town Council meeting dated 25<sup>th</sup> April 2023 be confirmed as a true record. <b>To approve the Minutes of the Annual Town Meeting dated 18<sup>th</sup> April 2023</b> <b>Resolved</b> that the Minutes of the Annual Town Meeting dated 18<sup>th</sup> April 2023 be confirmed as a true record.</p>		

7.	<p><b>To welcome Andrew Oglesby &amp; John Hemingway on behalf of Oglesby &amp; Limb Ltd in relation to the Plaza Roof project. To receive Officer Report together with Oglesby's Tender Report for the replacement of the roof and determine awarding a contract</b></p> <p>Andrew Oglesby addressed Members and spoke of the technical side of the Plaza roof project, including ventilation, weight load and types of material to be used. It was noted that the roof structure would not allow for the additional weight of solar panels. John Hemingway spoke to Members about the tender process, including the specification sent out, how potential contractors were identified and the tenders received. There were a number of questions from Members which both Andrew and John answered confidently.</p> <p>Taking all matters into consideration it was <b>resolved</b> to award the contract to Higham Roofing in the sum of £76, 807, but for the 10 week period of works to be negotiated by John Hemingway.</p> <p>Andrew Oglesby, John Hemingway and Janis Zakis left the meeting at 19:56.</p> <p>Members then considered the financial elements of the Plaza roof project, taking into account Officer recommendations. Following discussion it was <b>resolved</b> that if our funding application is not successful that the shortfall be taken from Earmarked Reserves Maintenance Funds. It was noted that the Clerk had carried out the VAT partial exemption exercise and based on the calculations it was agreed that the Occasional Breach Rule for the recovery of VAT could be applied.</p>	Award Contract to Higham Roofing	Clerk
8.	<p><b>To receive and note Minutes of Committee &amp; Working Party meetings held in April</b></p> <p>Noted.</p>		
9.	<p><b>To agree creation, alteration or abolition of Committees, Sub-Committees and Working Parties and to approve Terms of Reference for such Committees, Sub-Committees or Working Parties</b></p> <p>A review of the Council structure and committees took place following recommendations made by the Council's Internal Auditor.</p> <p>Following discussion it was agreed to go with the recommendations of the Internal Auditor. It was <b>resolved</b> to abolish the Planning Committee, to reduce Personnel Committee to twice yearly (with additional meetings as required), and for Finance and Events Committees to be held quarterly. New structure attached at Appendix 1. A review of Terms of Reference took place and it was <b>resolved</b> to re-draft as agreed, taking into account the change in structure, re-allocating the main areas of responsibility and including future forecasting. Updated ToRs attached at Appendix 2.</p>		
10.	<p><b>To appoint Committee, Sub-Committee and Working Party Members and to elect a Chairman of such Committees, Sub-Committees or Working Parties</b></p> <p>Following discussion and the change in structure members were nominated and appointed to the Council's committees and Chairmen appointed, as attached at Appendix 3. All members will continue to be substitutes for other committees.</p>		
11.	<p><b>To appoint Members to serve on External Bodies:</b></p> <ul style="list-style-type: none"> <li>(i) Joint Action Group (JAG)</li> <li>(ii) Police Liaison Representative</li> <li>(iii) CHAT Youth Counselling</li> </ul>		

	(iv) Volunteer Action (v) Thrapston Youth Forum Following discussion members were nominated and appointed to the above external bodies, as attached at Appendix 3.		
12.	<b>To receive Officer Report to approve and adopt the Standing Orders, Financial Regulations, Risk Management Scheme and Asset Register and agree action</b> <b>Resolved</b> to approve and adopt the Standing Orders, Financial Regulations, Risk Management Scheme and Asset Register.		
13.	<b>To review, approve and adopt the Council's Councillor's Code of Conduct</b> <b>Resolved</b> to approve and adopt the Councillor's Code of Conduct.		
14.	<b>Reminder for Members to update their Declarations of Interest Forms, if necessary, with North Northamptonshire Council</b> Noted.		
15.	<b>To confirm that insurance arrangements are in place, the council having accepted insurance cover with Zurich in August 2021 for a 5-year LTA (Long Term Agreement) premium</b> Noted.		
16.	<b>Resolution:</b> To agree Council's and Staff's Membership of other bodies:- SLCC – Clerk NCALC – Council ACRE – Town Council on behalf of the Plaza ICCM – Town Council for Cemetery Management Clerk & Clerk's Direct – One copy received bi-monthly <b>Resolved</b> that the Council would continue to support membership with SLCC for the Clerk, NCALC for the Council, ACRE for the Council on behalf of the Plaza, ICCM for Cemetery Management and Clerk & Clerks Direct for bi-monthly publications.		
17.	<b>To review Officer Report following review of the Council's policies and agree any action to be taken</b> Noted. No further action required.		
18.	<b>To receive, review and approve the Financial Reports for April 2023</b> <b>Resolved</b> that the Financial Reports for April 2023 be accepted, as attached at Appendix 4.		
19.	<b>To receive Officer Report together with a list of payments for authorisation due in May 2023</b> <b>Resolved</b> that the list of payments paid due in May 2023 be approved, as attached at Appendix 5.		
20.	<b>To receive Officer Report to review the utility contract for the gas and electricity supply at the Town Council Office, due to end 30<sup>th</sup> June 2023 and determine whether to use the supplier as recommended by Clear Utility Solutions, the Independent Utility Consultant, who secure preferential rates for local authorities, who are recommended by NCALC</b> <b>Resolved</b> to continue using Clear Utility Solutions and award the contract to YU Energy, as recommended by Clear Utility.		
21.	<b>Unitary Councillor's Report</b> Cllr David Brackenbury reported the following:- (i) Planning services are changing, moving to 2x big committees as opposed to the current 5 committees. There will be changes to the Scheme of Delegation. For		

	<p>minor applications if the Town Council has any concerns they will need to contact the Ward Councillors who can then “call it in”, and it will need approval of the Committee Chairman and Senior Officer to establish a genuine reason for calling it in.</p> <p>(ii) Unitary Ward Boundaries are being considered. The Boundary Commission are minded to reduce Councillors to 70 from 78.</p> <p>(iii) He is speaking with Graham Lawman, the Minister for Potholes regarding the state of the A6116. Potholes are high on their priority list, but major A roads will be given priority over minor roads.</p> <p>(iv) Cllr Wheeler raised the £1.5m investment to be spent on 109 parishes in Northamptonshire – he would like to see what is planned for Thrapston. Cllr Brackenbury will look into this.</p> <p>(v) Cllr Wheeler raised that the zebra crossing by the Chip Shop needs re-painting. Cllr Brackenbury will report this.</p> <p>(vi) There has been provision made for Special Educational Needs children at the school in Thrapston.</p> <p>(vii) Business &amp; Regeneration are working hard across borders regarding growth for employment and are working with businesses.</p> <p>(viii) Cllr Brackenbury will look at the Community of Asset Transfer relating to the St John’s Ambulance and see if he can get any updates.</p> <p>(ix) Rob Bridge, Chief Executive for NNC is leaving, and will be replaced by George Candler.</p>		
22.	<p><b>Officer’s report (for noting)</b></p> <p>The Clerk sought guidance on how the Council wished to proceed with the change of use of the public toilets. From NNC’s response it was noted that Ward Member support is required. The Clerk will contact the Ward Councillors and seek support before responding to NNC.</p>		
23.	<p><b>Chairman’s comments</b></p> <p>The Chairman thanked everyone for attending and for giving him the opportunity to be Thrapston’s Chairman and Mayor.</p>		
	There being no further business the meeting closed at: 21:01.		

Signed .....

Dated .....

**APPENDIX 1**

**STRUCTURE OF COUNCIL**

<b>COUNCIL &amp; COMMITTEE STRUCTURE*</b>			
<b>2023-24</b>			
<b>Full Council</b>	<b>Finance</b>	<b>Events</b>	<b>Personnel</b>
monthly	quarterly	quarterly	x 2 / year

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## APPENDIX 2

### TERMS OF REFERENCE

#### FULL TOWN COUNCIL

The Council is a corporate body, a legal entity, separate from that of its members. Its decisions are the responsibility of the whole body. The Council has been granted powers by Parliament including the important authority to raise money through taxation (the precept) and a range of powers to spend public money. It is responsible for decision making on the raising of the precept and for the strategic decisions affecting the community and inhabitants of Thrapston. The Council will adopt Standing Orders which are the written rules of the Council and are essential to regulate the proceedings of meetings. The Council will adopt Financial Regulations which regulate and control the financial affairs and accounting procedures of the Council. The Council can delegate powers to its Committees and Officer(s).

The Council will appoint 4 members to be bank signatories for the purpose of counter-signing cheques and authorising online BACS payments. The Council will appoint 2 verification councillors who will be responsible for carrying out internal checks on behalf of the Council to ensure that its financial management is adequate and effective. The verification councillors will not be the Mayor or Deputy Mayor and will not be a bank signatory.

The Council will meet monthly, on the third Tuesday of every month. All meetings are open to members of the public and press, but they will be excluded from any business of a confidential nature. The Council can agree to spend any amount agreed in the annual budget.

**Consists of:** All 13 Councillors

**Chairman:** Town Mayor

**Quorum:** One-third (rounded up), 5.

#### Terms of Reference:

- ❖ To appoint a Clerk and Responsible Financial Officer to undertake the affairs of the Council.
- ❖ To appoint Committees.
- ❖ To receive reports and determine any items passed from those Committees.
- ❖ To adopt Standing Orders.
- ❖ To adopt Financial Regulations.
- ❖ To agree the annual budget.
- ❖ To agree the annual return.
- ❖ To set the Precept.
- ❖ To review and adopt Policies and Procedures.
- ❖ To determine the Town Awards.
- ❖ To consider, debate and award contracts and tenders.
- ❖ To consider, debate and determine grant applications.
- ❖ To determine projects that are to the benefit of the whole town.
- ❖ To review the Council's Strategic Plan.
- ❖ To deal with any matters within the remit of the Town Council.

At its monthly meetings Full Council will receive financial reports from the RFO for review together with a list of payments for authorising. Council will:

- ❖ Consider and annually review insurance, banking and miscellaneous financial arrangements of the Council.
- ❖ Undertake regular budget reviews and examination of the accounts.
- ❖ Consider the appropriateness of incurring expenditure on new initiatives and strategies.
- ❖ Review the Council's Financial Regulations, Risk Management Scheme and Asset Register.
- ❖ Monitor all aspects of the Council's performance not otherwise monitored by any other committee.

Thrapston Town Council is a statutory consultee for planning applications and other consultations. Council will:

- ❖ Receive, consider and respond on all planning applications received from North Northamptonshire Council and respond on behalf of the Council. Any major planning applications will be recommended to Council for consideration.
- ❖ Receive, consider and respond on all matters relating to Listed Building Consents, buildings of special interest, historic buildings and buildings in the conservation area, local development framework, Tree Preservation Orders, street naming and numbering.
- ❖ Receive, consider and respond to all relevant consultation documents relating to planning and associated matters and development, including county structure plans, district plans and any others of a similar nature, making recommendations to Full Council for any major consultations.
- ❖ Identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission.
- ❖ Appoint representatives to attend Planning Authority meetings and authorise them to speak on behalf of the Town Council.
- ❖ Appoint representatives to attend Planning Enquiries and authorise them to speak on behalf of the Town Council.
- ❖ Receive, consider and respond to other consultations, including Licensing, Boundary Reviews etc. on behalf of the Council. Any major consultation will be recommended to Council for consideration.
- ❖ Continue effective liaison with all major property developers and residents, assist in the negotiation of Section 106 Agreements, contribute to infrastructure requirements and act as an informed body on planning matters to other committees and working parties.
- ❖ Contribute to all communication with residents in connection with planning matters.

At its monthly meetings Full Council will note the Minutes of Committee and Working Party Meetings.

At its monthly meetings Full Council will note reports received from those appointed to serve on external bodies. ~ End ~

## **PERSONNEL COMMITTEE**

The purpose of the Committee is to debate issues and make recommendations, where required, to Full Council on matters relating to employment and personnel.

The Committee will meet bi-annually on the second Tuesday of the month. Additional meetings may be called as and when required. Meetings of the Personnel Committee are open to members of the public and press, but they will be excluded from any business of a confidential nature.

**Membership:** The Personnel Committee will comprise of 6 members plus the Mayor (ex-officio with voting rights). The Mayor may be substituted by the Deputy Mayor. Members will be elected by the Council. The Chairman and Deputy Chairman of the Committee will be elected annually.

**Quorum:** One half of membership (rounded up), 4.

### **Terms of Reference:**

- ❖ To deal with all matters relating to the recruitment of staff.
- ❖ To oversee the appraisal process.
- ❖ To review job descriptions and contracts as required.
- ❖ To annually review staff salaries for recommendation within the annual budget.
- ❖ Responsibility for staff training and professional development.
- ❖ To monitor and review Health & Safety regulations, policy and procedures and personnel policies of the Council.
- ❖ To investigate, make proposals, consult with staff and determine outcome in relation to council staff structure.
- ❖ To promote compliance and good practice in relation to employment legislation and relevant local government policies in relation to employment matters.
- ❖ Convening investigatory committees to examine disciplinary, grievance or capability matters, reporting outcomes to Council.
- ❖ To organise hearings in connection with capability and/or grievance and/or disciplinary and/or retirement issues.
- ❖ To review and agree a matrix system showing which Members of the Town Council would be able to



sit on staffing appeal panels should the need arise.

- ❖ To deal with other staffing matters as they arise.

Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman and/or Deputy Chairman of the Committee in conjunction with the Town Clerk (or in his/her absence the Deputy Clerk) and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.

All Members are free to attend Personnel Committee meetings with the proviso that the Chairman and/or the Deputy Chairman have the power to revoke this in relation to Part 2 items if any item to be discussed is personal to a member of staff. ~ End ~

## **FINANCE & GENERAL PURPOSES COMMITTEE**

The purpose of the Committee is to regulate and control the Council's finances and formulate recommendations to Full Council. This Committee will also debate issues with regards to the assets held by the Council, regularly reviewing its maintenance and management programme and making recommendations to Full Council for the disposal or purchase of any assets. This Committee will also consider devolved services, and will prepare 3-5 year forecasts on finances and assets.

The Committee will meet quarterly on the second Tuesday of the month. Additional meetings may be called as and when required. Meetings of the Finance & General Purposes Committee are open to members of the public and press, but they will be excluded from any business of a confidential nature.

The Committee has delegated authority to spend within its allocated budget. This will include making decisions on budgeted finance and recommend to Council any proposals which are outside the approved budget and require either grant aiding or the use of financial reserves.

**Membership:** The Budget Responsibility Committee will comprise of 6 members plus the Mayor (ex-officio with voting rights). The Mayor may be substituted by the Deputy Mayor. Members will be elected by the Council. The Chairman and Deputy Chairman of the Committee will be elected annually.

**Quorum:** One half of membership (rounded up), 4.

### **Terms of Reference:**

- ❖ To undertake quarterly budget reviews and examination of the accounts.
- ❖ To receive and consider budget requests from the Personnel Committee, the Events & PR Committee and the Planning, Policy & Resources Committee for approval by Full Council within the annual budget.
- ❖ To review and prepare annual expenditure plans for the Council and make recommendations for the setting of the Council precept.
- ❖ To review and make recommendations to Full Council on annual fees and charges.
- ❖ To monitor internal and external audit reviews and make recommendations to Full Council accordingly.
- ❖ To consider and report to Full Council on any matters raised by the internal and/or external auditor, and to review the effectiveness of the Council's internal controls.
- ❖ To investigate on behalf of Full Council any financial or administrative matter which may put the town council at risk.
- ❖ To identify funding streams available and administer grant fund applications where appropriate.
- ❖ To receive and consider issues arising from the facilities team's inspections and to manage a programme of repairs and maintenance for all Council owned assets held by the Town Council.
- ❖ To consider and agree applications for the letting of Council property.
- ❖ To arrange leases, rents and reviews for recommendation to Full Council.
- ❖ To explore opportunities to increase the portfolio of assets held by the Town Council and make recommendations to Full Council regarding the procurement of such potential assets.
- ❖ To identify the need to dispose of any assets held by the Town Council and make recommendations to Full Council regarding the disposal of any such assets.
- ❖ To consider and debate all devolved services, determine if such services would benefit the community and whether the Council has the manpower to deliver such services. Make recommendations to Full



Council if it is deemed that such services should be taken on.

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist with its work.

Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman and/or the Deputy Chairman of the Committee in conjunction with the Town Clerk (or in his/her absence the Deputy Clerk) and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee. ~ End ~

## **EVENTS & PUBLIC RELATIONS (PR) COMMITTEE**

The purpose of the Committee is to debate issues, determine decisions and report back to Council in respect of an annual programme of events, to manage a programme of community engagement and to oversee the finances allocated to the Committee for which it has delegated powers to spend within the budget.

The Committee will meet quarterly on the second Tuesday of the month. Additional meetings may be called as and when required. Meetings of the Events & PR Committee will be open to members of the public.

**Membership:** The Events & PR Committee will comprise of 6 members plus the Mayor (ex-officio with voting rights). The Mayor may be substituted by the Deputy Mayor. Members will be elected by the Council. The Chairman and Deputy Chairman of the Committee will be elected annually.

**Quorum:** One half of membership (rounded up), 4.

### **Terms of Reference:**

- ❖ To determine whether to invite non-Council members to sit on the Committee.
- ❖ To organise a suitable programme of annual events additional to the Christmas lights switch on and Remembrance Service and report to Council.
- ❖ To ensure a budget for the next year is provided to the Budget Responsibility Committee by the October of every year.
- ❖ To manage the programme of events and ensure they are delivered within the committee's budget and available staff resources.
- ❖ To manage a list of stock/equipment owned by the Town Council for events (including a stock list for Christmas lights).
- ❖ In conjunction with the Mayor to manage the fundraising events that the Mayor may wish to put on during their mayoral year, to include a maximum of one end of year event, a Civic Service event and one other Mayoral event. Any additional events must be approved in advance with the Town Clerk (or in his/her absence the Deputy Clerk).
- ❖ To publicise and promote all Town Council events.
- ❖ To seek sponsorship for Town Council events.
- ❖ To establish and maintain a programme of community engagement and to link members with community groups and bodies for the purpose of engagement.
- ❖ To prepare and manage community consultations, receive and summarise responses received and report to Council.
- ❖ To manage the Communication Strategy of the Council with external bodies and residents.
- ❖ To identify funding streams available and administer grant fund applications where appropriate.

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist with its work.

Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman and the Vice Chairman of the Committee in conjunction with the Town Clerk (or in his/her absence the Deputy Clerk) and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee. ~ End ~

## DISCIPLINARY & GRIEVANCE SUB-COMMITTEE

The purpose of the Sub-Committee is to hear cases and deal with complaints in accordance with the Council's Policies.

**Membership:** The Disciplinary & Grievance Sub-Committee will comprise of 4 members plus the Mayor (ex-officio with voting rights). The Mayor may be substituted by the Deputy Mayor. Members will be elected by the Council but will comprise one half of the Personnel Committee plus one additional member. Members of the Disciplinary & Grievance Sub-Committee must not be members of the Appeals Sub-Committee.

The Chairman and Deputy Chairman of the Sub-Committee will be elected annually.

**Quorum:** One half of membership (rounded up), 3.

**Terms of Reference:**

- ❖ To hear cases and make decisions in accordance with Council Disciplinary & Grievance Procedure and/or Anti-Harassment & Bullying Policy.
- ❖ To deal with complaints received under the Council's complaint's procedure. ~ End ~

## APPEALS SUB-COMMITTEE

The purpose of the Sub-Committee is to hear appealed cases in accordance with the Council's Policies.

**Membership:** The Appeals Sub-Committee will comprise of 4 members plus the Mayor (ex-officio with voting rights). The Mayor may be substituted by the Deputy Mayor. Members will be elected by the Council but will comprise one half of the Personnel Committee plus one additional member. Members of the Appeals Sub-Committee must not be members of the Disciplinary & Grievance Sub-Committee.

The Chairman and Deputy Chairman of the Sub-Committee will be elected annually.

**Quorum:** One half of membership (rounded up), 3.

**Terms of Reference:**

- ❖ To hear appeals and make decisions in accordance with Council's Disciplinary & Grievance Procedure and/or Anti-Harassment & Bullying Policy.
- ❖ To consider appeals against refusal notices under the Freedom of Information Act.
- ❖ To consider appeals against a decision made under the Council's complaints procedure. ~ End ~

## THRAPSTON CLIMATE ACTION WORKING PARTY TERMS OF REFERENCE

The purpose of the Working Party is to investigate and research a climate action plan for Thrapston in response to the global climate emergency. To recommend environmental projects and to measure performance and formulate policy on behalf of, and to report to, Thrapston Town Council. The Working Party will suggest, facilitate and recommend concepts and generate ideas to help Thrapston Town Council shift towards a carbon neutral stance and help Thrapston's community engage with the same. In effect the Working Party will be the environmental focus/conduit for the Council.

**Membership:** The Thrapston Climate Action Working Party will comprise 4 or 5 members. Other members may be invited on an ad-hoc basis, for example from other community groups, local schools and youth groups. The Working Party will have the ability to invite specialists as required. The Chairman of the Working Party will be elected at its first meeting and annually thereafter.

**Quorum:** A quorum will be a minimum of 3 members of the Working Party, including at least one councillor.

**Meetings:** will normally occur once a month. Meetings can take place in person or via an online platform

(e.g. Zoom). Meetings can also take place via an email conversation as long as the final email thread can be printed and act as minutes of the meeting. Feedback will be reported to Thrapston's Full Town Council meetings.

**Delegated Powers:** None.

**Responsibilities:**

- ❖ To investigate and develop environmental projects to be implemented or facilitated by the Town Council.
- ❖ To investigate and develop environmental projects to be supported by the community of Thrapston.
- ❖ To develop a monitoring and measuring strategy to ensure Thrapston Town Council progresses towards a carbon neutral position. ~ End ~

## **SCHEME OF DELEGATION**

### **MATTERS RESERVED FOR DECISION BY THE COUNCIL**

**The undermentioned matters shall be reserved for decision by the Council itself:**

- (a) All matters for which the approval of the Council itself is required by statute;
- (b) The appointment of Standing or Special Committees and of other ad hoc bodies, excluding Sub-Committees, which shall be a matter for decision by the Standing Committees themselves;
- (c) The promotion of or opposition to legislation including byelaws;
- (d) The making, alteration or revocation of Standing Orders and the waiver or modification thereof;
- (e) The giving of evidence before Commissions, Inquiries and similar bodies and the formal expression of views on the reports of such bodies;
- (f) The appointment or dismissal of the Clerk to the Council;
- (g) All major policy matters.

### **POWERS DELEGATED TO ALL STANDING COMMITTEES**

**All Committees may take decisions in the Council's name, provided that:**

- (a) Such decisions are within the Council's powers and are not matters specifically reserved for the Council itself;
- (b) Such decisions are within their terms of reference, do not fall within the terms of reference of any other Council body, are in accordance with Standing Orders and do not conflict with the overall policy direction of the Council;
- (c) A Committee may incur expenditure on behalf of the Council in accordance with the Financial Regulations and approved budget;
- (d) There is no conflict with a decision of another Council body. In cases where there is conflict the matter shall be referred for consideration by the Council for determination.
- (e) Given that no other provision is made within Standing Orders, all Standing Committees shall elect, annually, a Chairman and Deputy Chairman.

### **ACTIONS DELEGATED TO THE TOWN CLERK (AND IN HIS/HER ABSENCE THE DEPUTY CLERK)**

The Clerk is authorised:-

- (a) To sign on behalf of the Council any document necessary to give effect to any decision of the Council or Committee;
- (b) To take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council;
- (c) To institute and appear in any legal proceedings authorised by the Council;
- (d) To appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest;
- (e) To alter the date or time of a committee meeting, but before doing so shall consult the Chairman of the committee concerned about the need for the change and about alternative dates and times;
- (f) To decide arrangement for the closure of the Council offices during the Christmas and New Year period, subject to consultation with the Chairman.
- (g) The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report the action to the Council as soon as practicable thereafter;
- (h) To incur expenditure for the maintenance, replacement or repair of existing plant, buildings, land or equipment or for the day to day running of the office in accordance with the Financial Regulations and subject to it not exceeding the budget set;
- (i) To incur expenditure for the management of events and other PR related matters in accordance with the Financial Regulations and subject to it not exceeding the budget set;
- (j) To act as line manager to all the Council's staff in accordance with the Council's policies, procedures and budget, including:
  - a) The paying of employees their salaries and wages at the rates agreed by the Council;
  - b) The control of staff performance, staff appraisals, discipline and performance;
  - c) Payment of expenses and allowances in accordance with the Council's scheme;
- (k) To recruit staff as required and as agreed with the Council;
- (l) To arrange staff and councillor training when required subject to the budget being available and to report accordingly to the Personnel Committee at its next meeting.
- (m) To determine if a tree is dangerous on the grounds of H&S and risk to public and, if so, take appropriate action to safeguard employees, contractors and residents.
- (n) To manage the operation of the Tuesday market, including approval of new stall holders and the week-to-week administration thereof. ~ End ~

Terms of Reference 2023 approved by Full Council at its meeting on the 16<sup>th</sup> May 2023.

## APPENDIX 3

### COMMITTEE MEMBERS

# COUNCILLORS & COMMITTEES

The Chairman is Ex-Officio for all Committees (with voting rights)  
and may be substituted by the Deputy Chairman

## **Full Town Council (13) (currently 1 vacancy)**

### **Meets Monthly, 3<sup>rd</sup> Tuesday**

Chairman: Cllr Wilcox, Chairman: Cllr McGovern  
Cllr Cairns, Cllr Glover, Cllr Hawkins, Cllr Latimer, Cllr McLuckie, Cllr Storey,  
Cllr Twigger, Cllr Wheeler, Cllr Winter, Cllr Worley

## **Committees:**

### **Finance & General Purposes (6)**

#### **Meets Quarterly, 2<sup>nd</sup> Tuesday**

Chairman: Cllr McGovern  
Cllr Hawkins, Cllr Storey, Cllr Wheeler, Cllr Winter, Cllr Worley

### **Events & Public Relations (PR) (6+2)**

#### **Meets Quarterly, 2<sup>nd</sup> Tuesday**

Chairman: Cllr McLuckie  
Cllr Cairns, Cllr Glover, Cllr Latimer, Cllr Twigger,  
**1 x Vacancy (temp. covered by Cllr Worley)**  
Non-Council Members: Val Carter & Charlotte Croser

### **Personnel (6)**

#### **Meets Bi-Annually, 2<sup>nd</sup> Tuesday**

Chairman: Cllr Cairns  
Cllr McGovern, Cllr McLuckie, Cllr Wheeler,  
Cllr Winter, Cllr Worley

## **Sub-Committees:**

### **Disciplinary & Grievance (4)**

#### **Meets as Required**

Members to be determined as required (not the same as the Appeals Sub-Committee)

### **Appeals (4)**

#### **Meets as Required**

Members to be determined as required (not the same as the Disciplinary & Grievance Sub-Committee)

## **Working Parties:**

### **Climate Action**

#### **Meets as Required**

Cllr Storey, Cllr Twigger, Cllr Wheeler, Cllr Wilcox, Cllr Worley

<b>COMMITTEE STRUCTURE*</b>			
<b>2023-24</b>			
<b>Full Council</b>	<b>Finance</b>	<b>Events</b>	<b>Personnel</b>
monthly	quarterly	quarterly	x 2 / year
Cllr Cairns		✓	✓
Cllr Glover		✓	
Cllr Hawkins	✓		
Cllr Latimer		✓	
Cllr McGovern	✓		✓
Cllr McLuckie		✓	✓
Cllr Storey	✓		
Cllr Twigger		✓	
Cllr Wheeler	✓		✓
Cllr Wilcox	Ex Officio		
Cllr Winter	✓		✓
Cllr Worley	✓		✓
VACANCY		✓	

## **REPRESENTATIVES On EXTERNAL BODIES**

### **JAG (Joint Action Group)**

Cllr Hawkins

### **Police Liaison**

Cllr Hawkins

### **CHAT Youth Counselling**

Cllr Wilcox

### **Volunteer Action**

Cllr Wheeler

### **Youth Forum**

Cllr Twigger



**APPENDIX 4**

**FINANCIAL REPORTS FOR APRIL**

*The financial reports are available on the Town Council website.  
To view the reports please [Click Here](#).*

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**APPENDIX 5**

**LIST OF PAYMENTS FOR MAY**

*The list of payments are available on the Town Council website.  
To view the reports please [Click Here](#).*

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