

TEWKESBURY TOWN COUNCIL
Constitution of Committees
Adopted on 3rd June 2019

Introduction

The Town Council appoints committees and determines their terms of reference and constitution. Sub-committees (Task and Finish or Working Groups) may be appointed either by Full Council or a committee. The appointing body determines the terms of reference and constitution.

Any function of the Council, with the sole exception of setting the precept, may be delegated to a committee, sub-committee or employee but not to any one Councillor. Town Council remains responsible for any function it delegates to a committee, sub-committee or employee.

Last review: May 2024 Date of next review: May 2025

Committees & Delegations

| Committee | Membership | Quorum | Duties | Powers and Responsibilities |
|-------------------|--|---------------|--|---|
| Finance Committee | Mayor (Chair), Deputy Mayor & Chairs of committees x four | 5 | To oversee the management of all financial matters (including Risk Assessment), ensure audit requirements are met. | <p>Delegated authority in respect of all finance matters with the exception of writing off bad debt and setting the precept.</p> <p>To prepare a budget in consultation with the Chairs of all spending committees, and others as appropriate.</p> <p>To recommend the budget and precept to full Council no later than the January Council meeting.</p> <p>To prepare a three-year rolling strategic policy.</p> <p>To authorise any expenditure already budgeted for.</p> <p>To approve small grants (up to £1,000) included in the budget.</p> <p>To refer grants over £1,000 to Full Council for consideration.</p> <p>To appoint internal control checkers from Councillors.</p> <p>To ensure regular internal control checks are made in accordance with legislation.</p> <p>To appoint the independent Internal Auditor.</p> <p>To ensure the assets register is updated annually at the time of renewal of insurance.</p> <p>To ensure Council's assets and other risks are adequately insured.</p> <p>To seek and approve quotations for works and contracts.</p> <p>To ensure Financial Regulations, Risk Assessment and internal controls are reviewed annually.</p> <p>Report all committee and working group decisions to Full Council via minutes.</p> |

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| <p>Planning Committee</p> | <p>Mayor & Deputy Mayor are ex-officio. In addition, up to two permanent ad-hoc members.</p> | <p>3</p> | <p>To consider and respond to planning applications, highways schemes and consultations from Government, County and Borough/District Councils.</p> | <p>Delegated authority in respect of all planning and highways matters with the exception of major planning applications or schemes with significant infrastructure implications.</p> <p>To respond to all planning applications. To respond to consultations. To refer major plans to Town Council. If required, to furnish Finance Committee with a budget for the following year by 31st October. To authorise any expenditure included in the budget. Any expenditure associated with income received from CIL shall be referred to the Full Council. To monitor CIL income.</p> <p>Report all decisions to Full Council via minutes.</p> |
| <p>Environment & Amenities Committee</p> | <p>Mayor & Deputy Mayor are ex-officio.</p> | <p>4</p> | <p>To oversee the management of the play areas, public conveniences, youth provision, street furniture and CCTV.</p> | <p>Delegated authority in respect of all matters relating to the play areas, public conveniences, street furniture, youth provision, public services, CCTV, and infrastructure (excluding moorings).</p> <p>To ensure all facilities are fit for purpose. To ensure all legal requirements are fulfilled in respect of Health & Safety, insurance, public and employee liability. To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget. To make recommendations to full Council for all capital expenditure. To prepare and regularly monitor an Emergency Plan. To furnish Finance Committee with a budget for the following year by October 31st.</p> <p>Report all committee and working group decisions to Full Council via minutes.</p> |
| <p>Severn Ham Committee</p> | <p>Councillors + 3 co-opted</p> | <p>3</p> | <p>To oversee the management of the Severn Ham.</p> | <p>Delegated authority in respect of all matters relating to the Ham.</p> <p>To review the Higher Level Stewardship scheme. Deliver five year rolling improvement programme Manage grant income To ensure facilities are fit for purpose. To ensure all legal requirements are fulfilled in respect of Health & Safety, insurance, public and employee liability, commoners and related Acts of Parliament. To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget. To make recommendations to Full Council for all capital expenditure.</p> |

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| | | | | <p>To furnish Finance Committee with a budget for the following year by October 31st.</p> <p>Report all decisions to Full Council via minutes.</p> |
| Buildings Committee | Mayor & Deputy Mayor are ex-officio. | 4 | <p>To oversee the management of the following:</p> <ul style="list-style-type: none"> a) Town Hall b) Watson Hall c) 64 Barton Street d) War Memorial e) Rehearsal Rooms, Saffron Road | <p>Delegated authority in respect of all matters relating to the five assets/properties.</p> <p>To ensure all properties are fit for purpose. To ensure all legal requirements are fulfilled in respect of Health & Safety, insurance, public and employee liability. To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget. To review, no later than October annually, hire rates. To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October.</p> <p>Report all committee and working group decisions to Full Council via minutes.</p> |
| Moorings Committee | Mayor & Deputy Mayor are ex-officio | 3 | To oversee the management of the moorings and to deal with issues over disputes. | <p>Delegated authority in respect of all matters relating to the moorings.</p> <p>To ensure all facilities are fit for purpose. To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget. To make recommendations to full Council for all capital expenditure. To consider and attempt to resolve issues arising from disputes. To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October.</p> <p>Report all committee and working group decisions to Full Council via minutes.</p> |
| Staffing Committee | 5 Deputy Mayor (Chair), Mayor is ex-officio | 3 | To oversee staffing matters. | <p>Delegated authority in respect of all matters relating to staffing.</p> <p>All personnel matters and appraisals relating to all members of staff, including:</p> <p>Issues relating to sickness, discipline, grievance and capability. Salaries, appraisals, staffing cover, staffing reviews and professional development. To keep an overview of the Code of Conduct and Councillor's compliance.</p> |

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| | | | | <p>Setting up Hearings Panels or Appeals Panels when necessary. Decisions to be taken in accordance with legislation, HR advice where required and in line with Council's Policies. To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October.</p> <p>Report all decisions to Full Council/Finance Committee via minutes.</p> |
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