

RYE TOWN COUNCIL

TERMS OF REFERENCE COUNCIL AND COMMITTEES

Last amended by Council: 22 June 2009

DECISION MAKING

Subject to stipulations **i)-iii)** (*below*), and to the observance of decisions of the Council on matters of principle or policy, with the exception of **a)-m)** (*below*) **authority shall be delegated to the Council's Standing Committees or Officers.**

The acts and proceedings of a Committee shall:

- i)** where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council
- ii)** as regards other matters be subject to confirmation by the Council and, when confirmed, shall be deemed the acts and proceedings of the Council
- iii)** in all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations, except as otherwise determined by Council

Matters to be resolved only by Council

- a)** issuing the precept
- b)** borrowing money
- c)** approving the end of year Accounts and Annual Return
- d)** incurring capital expenditure over and above the Council's approved budget
- e)** incurring revenue expenditure which is over and above the Council's approved budget and is in excess of £250 per item (unless incurred already under Financial Regulation **3.4**)
- f)** amending Standing Orders and Financial Regulations
- g)** fixing the number of Committees, and the names and number of Members appointed to each Committee
- h)** determining the functions and constitution of Committees and Sub-Committees
- i)** fixing the dates of routine meetings of the Council and its Committees
- j)** filling of Member vacancies occurring on any Committee or Council (if required to do so by law)
- k)** appointing or nominating persons to fill vacancies on outside bodies
- l)** confirming the appointment of, and dismissing the Town Clerk
- m)** realising Rye Relief in Need's investment monies

Officers

The Council may, from time-to-time and by mutual consent, delegate authority to its Proper Officer or other appropriate Officer.

Should a meeting of the Planning & Townscape Committee be inquorate the Proper Officer is authorised to respond to planning applications on the Council's behalf, but only in circumstances where the Council would otherwise miss a deadline for comments to the appropriate Planning Authority.

Committee Chairmen

In liaison with the Town Clerk, the Committee Chairmen have the authority to cancel or postpone a meeting owing to lack of business or in an emergency.

Safeguards

- 1 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.
- 2 Matters delegated to Committee may be referred to full Council at the request (written or verbal) of two Members of the Council **prior** to the resolution of the matter.
- 3 In accordance with Standing Order **35** the Council may, under specified conditions, reverse a Committee (or Council) decision within 6 months.

TERMS OF REFERENCE

POLICY, RESOURCES & GENERAL PURPOSES COMMITTEE

- 1 Overseeing the management and administration of the Town Hall, Town Hall Cottage and Rye Heritage Centre. Maintaining a watching brief over the management and administration of the Freda Gardham Playing Field and Rye Skatepark.
- 2 Receiving statements of income and expenditure; monitoring revenue and capital budgets; receiving details of urgent expenditure incurred by the Clerk under Financial Regulation **3.4**; incurring revenue expenditure over and above Council's approved budget up to £250 per item; *recommending* capital expenditure over the Council's approved budget; recommending revenue expenditure in excess of £250 over the Council's approved budget.
- 3 Considering and *recommending* for approval the Councils' annual revenue and capital budgets and precept.
- 4 Determining the need for and, if necessary, *recommending* the taking out of loans.
- 5 Considering and *recommending* for approval the end of year Accounts and Annual Return.
- 6 Making representations to the appropriate authority in respect of all health care, social care, community care, housing matters and public transport services.
- 7 Approving the attendance of any Member or Officer at an event, function or training course if it would benefit the Council or the town.
- 8 Approving requests for reproduction rights.
- 9 Overseeing the production of the Annual Report and other publications.
- 10 Considering the terms and conditions of service and pension provisions of the Town Council's staff relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and the Local Conditions of Service of Rother District Council.

- 11 Ensuring that staff are appointed in accordance with the Council's *Recruitment Procedure and Equal Opportunities Statement and Guidelines on Employment Practice*.
- 12 Considering appeals against dismissal, grading and grievances by employees of the Council.
- 13 *Recommending* the appointment or dismissal of the Town Clerk.
- 14 Dealing with matters specifically referred by Council or any other Standing Committee, and with all matters not specifically delegated to any other Standing Committee

PLANNING & TOWNSCAPE COMMITTEE

- 1 Making representations to the Local Planning Authority on applications for planning permission.
- 2 Making representations in respect of appeals against the refusal of planning permission.
- 3 Making representations in respect of enforcement action or breaches of planning regulations.
- 4 Making representations regarding street naming.
- 5 Considering and monitoring any development plans relating to the town and making appropriate representations.
- 6 Making representations to the appropriate Planning Authority in respect of all other planning matters not referred to above.
- 7 Making representations on all Public Entertainment Licence applications to Rother District Council, as notified by it.
- 8 Making representations and attending at the Court proceedings (where necessary) on all applications for Justices/Transfer of Justices Licences to the Magistrates when notified of such applications.
- 9 Making representations to the appropriate authority in respect of highway matters.
- 10 Making representations to the appropriate authority in respect of the provision and maintenance of litter bins, street cleaning, waste recycling and other related initiatives.
- 11 Making representations to the appropriate authority in relation to the provision and maintenance of all street furniture within the town.
- 12 If appropriate, recommending to the Policy, Resources & General Purposes Committee revenue or capital expenditure over and above Council's approved budget.
- 13 All other matters which are the responsibility of third party agencies and affect directly the town's built environment and infrastructure.

LEISURE AND TOURISM COMMITTEE

- 1 Overseeing the management and administration of the Freda Gardham Playing Field and Rye Skatepark. Maintaining a watching brief over the management and administration of the Rye Heritage Centre.
- 2 Participating in and supporting the appropriate marketing of the town.
- 3 Promoting the provision of leisure and visitor facilities for people with disabilities.
- 4 Promoting the provision of new or expanded leisure and visitor facilities where there is clear need and demand.
- 5 Making representations to the appropriate authority on matters relating to the provision and maintenance of: public clocks, war memorials, public seats, allotments, cemeteries, children's play areas and other lands and buildings within the town providing leisure facilities for residents and visitors.
- 6 Making representations to the appropriate authorities in respect of tourism strategies for the District and County where those strategies have an impact on the management of tourism within the town.
- 7 If appropriate, recommending to the Policy, Resources & General Purposes Committee revenue or capital expenditure over and above Council's approved budget.

PUBLIC SERVICES COMMITTEE

- 1 Making *recommendations* to Council in relation to:
 - a) healthcare
 - b) social care
 - c) community care
 - d) housing
 - e) public/community transport
 - f) emergency services
 - g) utility services (gas, electric, water, sewerage etc)
 - h) emergency planning
 - i) community safety
- 2 Encouraging the participation of other organisations and individuals with an interest in the above – including appointing representatives of organisations and members of the community with specialist knowledge or expertise.
- 3 If appropriate, recommending to the Policy, Resources and General Purposes Committee revenue or capital expenditure over and above Council's approved budget.

RYE RELIEF IN NEED CHARITY

Note On 23 May 2005 the Council resolved to disband the Rye Relief in Need Committee and to absorb its remit:

- 1** Investing the charity's monies.
- 2** Distributing income from the investment of the charity's monies under the terms of its Constitution.
- 3** Overseeing the completion of the Annual Update or other documentation required by the Charity Commission or in accordance with charity law.