
COMMITTEES

TERMS OF REFERENCE

GENERAL

Committees have been set up to assist the Town Council with its functions and help with a wide range of public services. Committees will operate in accordance with the Council's Standing Orders, Financial Regulations and the Code of Conduct. Meetings will be open to the public except where members of the public and press are excluded when confidential business is to be discussed (*See exclusion of public and press under the Public Bodies (Admission to Meetings) Act 1960 S1(2)). Please note, that Market Hall Committee meetings are not open to the public#.

Minutes will be published in full *except for any confidential business and excluding Market Hall Committee meetings.

Committees will consist of a minimum of four councillors as elected at the Annual Meeting of the Town Council# except for Market Hall Committee who will also have one representative from St Mary's Church and one other community representative appointed by Committee. Administrative support for Committees will be provided by the Town Clerk and/or Deputy Town Clerk as required, except for Market Hall Committee meetings where the Market Hall Manager will provide this support.

Each Committee must elect a Chair who will be responsible for arranging and Chairing the meetings.

Non-committee member councillors attending Committee meetings do not have a vote but can remain during Confidential discussions when public and press are excluded.

Working Groups will be set up to assist Committees. Working Groups can include volunteers from the community with the exception of the Finance and Employment Committees.

Working Groups are less formal and do not require a Chair, however it is advisable to elect a Working Group Lead (who does not need to be a councillor) and this person will arrange and Chair the meetings and report back to its lead Committee. Working Groups will not have the power to spend money but may have delegated authority to arrange/book items subject to budgetary constraints in conjunction with councillors and officers present and the relevant Committee or full Council's approval.

Additional Working Groups or Task and Finish Groups may be required to focus on a particular event, task or project such as for the Market Charter anniversary in 2026. These groups will follow the protocols of Working Groups and will only meet as and when required according to the event, task or project they are working on.

MARKET HALL COMMITTEE

TERMS OF REFERENCE

The overall purpose of this Committee is to ensure that the Council's interest in the Market Hall charity is effectively administered. This Committee will consist of four councillors as elected at the Annual Meeting of the Town Council, # plus one representative from St Mary's Church and one other community representative appointed by the Committee. Note: These two representatives have the right to be Trustees of the Charity. Administrative support for the Market Hall Committee Meetings will be provided by the Market Hall Manager.

1. At the first meeting of the Committee after the Annual Meeting of the Town Council the Market Hall Committee shall elect a Chair (and a Vice-Chair) for the forthcoming year from amongst the Committee membership. It is expected that the Council Chair will also be the Committee Chair.
2. The Committee shall meet on a quarterly basis, more often if required.
3. The Committee may submit its minutes of meetings for information only at the next meeting of the Town Council and they do not need to be made publicly available. In practice, a short report from a Committee Member to the Town Council on a regular basis would be supplied.
4. The Committee shall effectively conduct the Charity's budgetary, financial, management responsibilities in accordance with statutory requirements.

The Committee shall:

- 4.1 Review income and expenditure against budget and forecasting levels;
 - 4.2 Undertake sampling of income and expenditure transactions;
 - 4.3 Review and confirm ear-marked reserves as being appropriate;
 - 4.4 Confirm bank reconciliation;
 - 4.5 Consider spending proposals for Market Hall projects;
 - 4.6 Review leases and hire agreements, fees and charges in conjunction with the Manager;
 - 4.7 Review all statutory documents ie risk assessments etc in conjunction with the Manager;
 - 4.8 Review accounts and audit recommendations;
 - 4.9 Generally ensure the Charity is meeting its statutory requirements and confirm this on an annual basis.
5. The Committee shall refer to the Charities Commission and Community Resource for guidance to ensure the Charity meets its statutory requirements.

FINANCE COMMITTEE

TERMS OF REFERENCE

The overall purpose of this Committee is to ensure that the Council's finances and accounting arrangements are conducted effectively on behalf of the Town Council.

1. At the first meeting of the Committee after the Annual Meeting of the Town Council the Finance Committee shall elect a Chair (and a Vice-Chair) for the forthcoming year from amongst the Committee membership.
2. The Committee shall meet on a quarterly basis, more often if required.
3. The Committee will submit its minutes of meetings for endorsement at the next meeting of the Town Council and make them publicly available (*except for any confidential business).
4. The Committee shall effectively conduct the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council's work under review through regular monitoring and making appropriate recommendations to Council.

The Committee shall:

- 4.1 Review income and expenditure against budget and forecasting levels;
 - 4.2 Undertake sampling of income and expenditure transactions;
 - 4.3 Review and confirm ear-marked reserves as being appropriate;
 - 4.4 Confirm bank reconciliation;
 - 4.5 Consider spending proposals for Council and Committee projects;
 - 4.6 Review contracts with external providers and ensure specifications are fit-for-purpose;
 - 4.7 Review grant applications (received by Council) and make recommendations to full Council for approval;
 - 4.8 Make grant applications on behalf of the Council;
 - 4.9 Review fees and charges annually and make recommendations to full Council for approval;
 - 4.10 Prepare Budget and Precept proposals and make recommendations to full Council for approval.
5. The Committee shall refer to the Joint Practitioners' Advisory Group (JPAG) Governance and Accountability for Smaller Authorities in England to ensure compliance; monitor the Council's internal controls and review its effectiveness on an annual basis.

EMPLOYMENT COMMITTEE TERMS OF REFERENCE

The overall purpose of this Committee is to ensure that the Council's staffing arrangements are conducted effectively on behalf of the Town Council.

1. At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chair (and a Vice-Chair) for the forthcoming year from amongst the Committee membership.
2. The Committee shall meet every six months or more often if required.
3. The Committee will submit its minutes of meetings for endorsement at the next meeting of the Town Council and make them publicly available (*except for any confidential business).
4. The Committee shall consider whether the staffing structure is working effectively; the terms and conditions of employment of staff are working effectively; training, development and appraisals of staff are working effectively; reviewing performance and salary grades; manage any disciplinary or grievance matters efficiently; keep all Council's employment-related policies under review. This work may be allocated to the Working Groups set up below. The Committee will consider where other Working Groups may be required to ensure the smooth functioning of the Council's staffing team and make appropriate recommendations to Council.
5. The Working Groups shall not include members of the public, and, will meet as and when required. Providing their meetings are convened with a minimum of three councillors the Working Groups have the power to make decisions and recommendations to the Employment Committee or Full Council as appropriate.

The Working Groups may include:

- 5.1 Training and Development;
- 5.2 Appraisals;
- 5.3 Grievances;
- 5.4 Discipline;
- 5.5 Recruitment;
- 5.6 Appraisals;

PUBLIC ENGAGEMENT COMMITTEE TERMS OF REFERENCE

The overall purpose of this Committee is to ensure that the Council undertakes effective community engagement as per our Community Engagement Strategy.

1. At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chair (and a Vice-Chair) for the forthcoming year from amongst the Committee membership.
2. The Committee shall meet every six months or more often if required.
3. The Committee will submit its minutes of meetings for endorsement at the next meeting of the Town Council and make them publicly available (*except for any confidential business).
4. The Committee shall effectively oversee the Working Groups set up below and consider where other Working Groups may be required to monitor the Council's community engagement strategy and make appropriate recommendations to Council.
5. The Working Groups may include members of the public and will meet as and when required according to the particular event, task or project requirements. Working Groups will not have the power to spend money but may have delegated authority to arrange/book items subject to budgetary constraints in conjunction with councillors and officers present and the relevant Committee or full Council's approval.

The Working Groups may include:

- 5.1 Christmas Lights and Christmas Fayre;
- 5.2 Cleobury Festival;
- 5.3 Remembrance Parade and Service
- 5.4 Public Engagement including Love Cleobury, Councillor surgeries;
- 5.5 Public Land and Buildings;
- 5.6 Communications including website and social media;
- 5.7 Encouraging Tourism and improving Public Amenities ie planters, toilets, EV charging points;
- 5.8 Heritage including historic information points;
- 5.9 Youth facilities and services;
- 5.10 Diversity, Equity and Inclusion;
- 5.11 Safeguarding;
- 5.12 Economic development.

HEALTH, SAFETY AND ENVIRONMENTAL COMMITTEE

TERMS OF REFERENCE

The overall purpose of this Committee is to ensure that the Council's health, safety and environmental arrangements are conducted effectively on behalf of the Town Council.

1. At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chair (and a Vice-Chair) for the forthcoming year from amongst the Committee membership.
2. The Committee shall meet every six months or more often if required.
3. The Committee will submit its minutes of meetings for endorsement at the next meeting of the Town Council and make them publicly available (*except for any confidential business).
4. The Committee shall effectively oversee the Working Groups set up below and consider where other Working Groups may be required to monitor the Council's health, safety and environmental arrangements and make appropriate recommendations to Council.
5. The Working Groups may include of members of the public and will meet as and when required according to the particular event, task or project requirements. Working Groups will not have the power to spend money but may have delegated authority to arrange/book items subject to budgetary constraints in conjunction with councillors and officers present and the relevant Committee or full Council's approval.

The Working Groups may include:

- 5.1 CCTV – Monitoring and Access;
- 5.2 Public Security;
- 5.3 Environmental Impacts;
- 5.4 Emergency Planning;

REVIEW

The effectiveness of these Terms of Reference and associated arrangements will be reviewed annually.

Next review September 2025.