



**DELEGATION ARRANGEMENTS for STANDING  
COMMITTEES and OFFICERS**

**TERMS OF REFERENCE for COMMITTEES AND WORKING  
GROUPS**

## SCHEME OF DELEGATION

### SUMMARY

1. Subject to the observance of decisions of the Council on matters of principle or policy, the Council's powers and duties shall be delegated to the Standing Committees, as permitted under the Local Government Act 1972 s 101, in accordance with the approved Terms of Reference unless otherwise stated.
2. In order to maintain a working council on a day to day basis, certain officer delegations can also be approved by Council.

#### Committees

3. Standing Committees will operate within approved Standing Orders, Financial Regulations, other policy documents and procedures and approved budgets in the areas detailed in the following pages. The Council may revoke powers delegated to Standing Committee by resolution.

#### Officers

4. Officers will operate within approved Standing Orders, Financial Regulations, other policy documents and procedures and approved budgets.
5. Officers will need to be aware that financial delegation can be broken down into three elements:
  - (a) Revenue expenditure which allows the Council to continue business uninterrupted - delegated to Officers and reported through the monthly management reports.
  - (b) Capital expenditure - which is always decided by Committee or Council.
  - (c) New items, whether they are considered Revenue or Capital - will always be decided by Committee or Council.

Following these simple rules will enable the Officers to maintain business continuity but also ensure elected Members have overall control of major spending decisions.

6. To comply with Financial Regulation 3.4 which allows the Clerk [but this could be another Officer] to incur expenditure on behalf of the Council up to £5,000 plus VAT for any repair, replacement or other work which is of such extreme urgency that it must be done at once.
7. To report all such action [ref. 6] to the next meeting of the appropriate Committee or Council.

## **1. Terms of Reference - Communications and Events Committee**

- 1.1 To monitor the implications of communications and events within the council's forward planning documents and make recommendations for revisions if required.
- 1.2 To decide which events will be held for the enjoyment of residents of Crowborough and visitors to the town to promote Crowborough, apart from statutory and civic events which remain a function of the Full Council.
- 1.3 To organise events such as the following:
  - Boundary Walk
  - Summer Fair
  - Sussex Day
  - Firework night
  - Carol Service
  - Town Conference
  - Christmas Event
  - Carnival, civic and twinning receptions
- 1.4 To attend to printed and electronic communication including the following:
  - Website
  - Newsletter
  - Town guides/maps
  - Annual Report
- 1.5 To consider maintenance and storage of Frank Humphry.
- 1.6 To consider applications for civic and commemorative awards.
- 1.7 To consider arrangements for the flying of flags.
- 1.8 To support the proposals in the town's Visioning Document.
- 1.9 To support the proposals in the Council's Adopted Business Plan.

## **2. Terms of Reference – Environment Committee**

- 2.1 To monitor the implications of highways, transport and environmental items within the council's forward planning documents and make recommendations for revisions if required.
- 2.2 To be responsible for the council's involvement with all highways, transport and environmental issues and to review and respond to consultations/communications.
- 2.3 To consider the appearance of the town and implement improvements. To provide and/or maintain the following:
  - street furniture (bus shelters, benches, litter bins/litter collection)
  - notice/poster boards
  - town signs
  - floral arrangements
  - dog waste bins
  - wooden fingerposts
- 2.4 To consider crime prevention measures including liaison with the Police and the provision of CCTV cameras.
- 2.5 To monitor and promote public transport services and to encourage sustainable transport.
- 2.6 To maintain street lighting.
- 2.7 To manage the Council's amenity land including:
  - The Ghyll
  - Country Park
  - Bluebell Wood
  - Palesgate Lane Land adjacent to the Ghyll, including the woodland
- 2.8 To promote a culture of safety by risk assessments and compliance with current health & safety procedures.
- 2.9 To investigate the acquisition of land for environmental protection and amenity uses.
- 2.10 To consider the use of Section 106 monies to meet the transport and environmental needs of the town.
- 2.11 To support the proposals in the town's Visioning Document.
- 2.12. To support the proposals in the Council's Adopted Business Plan.

### **3. Terms of Reference - Finance and General Purposes Committee**

- 3.1 To monitor the financial implications of forward planning.
- 3.2 To be responsible for the corporate management of the Council and administrative services including the following:
  - accounting services
  - audit
  - accommodation
  - legal services
  - servicing of loans
- 3.3 To be responsible for the democratic representation of the Council including the following:
  - elections
  - Members' allowances
  - Mayor's Fund
- 3.4 To ensure the Council's standing orders, financial procedures and risk management are adequate and reviewed on a regular basis.
- 3.5 To provide grants to community organisations.
- 3.6 To support the proposals in the town's Visioning Document.
- 3.7 To support the proposals in the Council's Adopted Business Plan.

#### **4. Terms of Reference - Personnel Committee**

- 4.1 To support the town clerk in staffing matters including:
- appointments
  - appraisals
  - training and development
  - health & safety
- 4.2 To approve staff pay and conditions.
- 4.3 To consider and monitor relevant policies and procedures, for example:
- handling complaints from members of the public
  - email and internet
  - anti-fraud and anti-corruption
  - training
  - performance management
  - grievance
  - disciplinary
  - child protection and vulnerable persons
- 4.4 To make recommendations to the Full Council on the appointment of the Town Clerk.
- 4.5 To support the proposals in the town's Visioning Document.
- 4.6 To support the proposals in the Council's Adopted Business Plan.

## **5. Terms of Reference - Planning and Development Committee**

- 5.1 To monitor the implications of planning and development within the Council's forward planning documents and make recommendations for revisions if required.
- 5.2 To consider all planning applications submitted by Wealden District Council and East Sussex County Council and make representations. To be aware of planning policy and supplementary planning documents when responding to applications.
- 5.3 To review planning and enforcement appeals and submit additional representations if required.
- 5.4 To report planning enforcement matters to the relevant authority.
- 5.5 To comment on licensing applications if appropriate.
- 5.6 To review documents, consultations and other matters regarding planning and make representations as required.
- 5.7 To liaise with Wealden District Council and developers to consider the appropriate type of housing including low cost housing schemes
- 5.8 To encourage appropriate economic development for the benefit of the town whilst being aware of the immediate environment and impact on residential dwellings.
- 5.9 To encourage the use of environmental initiatives for all development, for example the installation of porous surfacing and energy efficiency measures.
- 5.10 To make recommendations regarding street naming.
- 5.11 To support the proposals in the town's Visioning Document.
- 5.12 To support the proposals in the Council's Adopted Business Plan.

## **6. Terms of Reference - Sport, Recreation and Cemetery Committee**

- 6.1 To monitor the implications of sport, recreation and cemetery items within the Council's forward planning documents and make recommendations for revisions if required.
- 6.2 To be responsible for the maintenance and improvement of recreation grounds owned or managed by the Council:
  - Goldsmiths
  - Wolfe
  - Alderbrook
  - Jarvis Brook
  - Limekiln
  - Silver Jubilee
  - Adams Close
  - M.O.D.
  - Land at Palesgate Lane (areas adjacent to the road)
- 6.3 To be responsible for maintenance and improvement of amenity areas including but not limited to:
  - Chapel Green
  - Canada Green
  - War Memorial
  - Whitehill Centre
- 6.4 To manage and maintain the cemetery, chapel and garden of remembrance.
- 6.5 To manage the land and develop a cemetery at Summersales.
- 6.6 To manage the Council's allotments.
- 6.7 To liaise with the caravan and camping organisation as required.
- 6.8 To liaise with groups and organisations regarding recreation facilities.
- 6.9 To promote a culture of safety by risk assessments and compliance with current health & safety procedures.
- 6.10 To be responsible for leases/agreements for users of Town Council land and property and conduct an annual review of fees/facilities including fees for the cemetery.
- 6.11 To investigate the acquisition of land for amenity, recreation and other uses.
- 6.12 To consider the use of Section 106 monies to meet the recreation needs of the town.
- 6.13 To support the proposals in the town's Visioning Document.
- 6.14 To support the proposals in the Council's Adopted Business Plan.



## **7. Pine Grove Working Group (PGWG)**

**TERMS OF REFERENCE** as agreed at CTC Full Council 17<sup>th</sup> May 2016 (Resolution 7726)

### **PURPOSE - AIM**

“To facilitate the project development of Pine Grove as an Enterprise Centre and Community Hub”.

### **RESPONSIBILITY**

- 1) To engage with potential operators and other professionals.
- 2) Subsequently propose to Full Council the Operator and the Design & Build Team.
- 3) Thereafter to engage with the Operator and Professionals appointed to scope the refurbishment of Pine Grove for the competitive tendering process.
- 4) To propose to Full Council the appointment of the D&B contractor.
- 5) To prepare and monitor operating budgets and project capital costings for Full Council approval, liaising with the F&GP committee and in conjunction with the appointed Cost Consultant.
- 6) To manage, monitor and oversee the refurbishment project on behalf of CTC.

### **MEMBERSHIP STRUCTURE**

Town Councillors Members – Maggie Brain, Quentin Burch, Peter Ellefsen, David Larkin, George Moss, Alan Penney and Ron Reed and later Sandra Timms plus the Town Clerk, the Operator and our Cost Consultant.

### **ACCOUNTABILITY**

Reporting confidentially to Full Council as required whilst liaising with F&GP.

### **SUCCESS MEASUREMENT**

“Delivery of the project on time and within budget.”

### **MEETINGS**

PGWG to decide internally on the frequency of meetings, who to Chair the Group and the Agenda generation and the Secretariat.