



## DELEGATION ARRANGEMENTS for STANDING COMMITTEES and OFFICERS

### TERMS OF REFERENCE for COMMITTEES AND WORKING GROUPS

**Responsibility:** Full Council

**Review Cycle:** Annually, or earlier in the event of legislative changes

<b><u>Date of Adoption / Renewal</u></b>	<b><u>Resolution Number</u></b>
10 <sup>th</sup> May 2022	9683
16 <sup>th</sup> May 2023	10101

## **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.

## **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 applications for civic and commemorative awards.
- 1.6 To consider arrangements for the flying of flags.
- 1.7 To support the proposals in the town's Vision Document.

## **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)
  - 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 (west of the hedge line as specified by Res.9512)
  - Pocket Park
- 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/CiL monies to meet the transport and environmental needs of the town.
- 2.11 To support the proposals in the town's Vision Document.

### **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 Vision Document.

#### **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:

- Adverse Weather
- Anti-fraud and anti-corruption
- Bullying and Harassment
- Child Protection and Vulnerable Persons
- Confidential Reporting (Whistleblowing)
- Disciplinary
- Information Technology
- Equal Opportunities Statement
- Grievance
- Handling complaints from members of the public
- Health and Safety
- Member Officer Relations Protocol
- Performance Management Scheme
- Sickness and Absence
- Staff Long Service Awards
- Training and Development
- Social Media

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 Vision Document.

## **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 Vision Document.

## **6. Terms of Reference – Sport and Recreation 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 (east of the hedge line as specified by Res.9512)
- 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 liaise with the caravan and camping organisation as required.
- 6.5 To liaise with groups and organisations regarding recreation facilities.
- 6.6 To promote a culture of safety by risk assessments and compliance with current health & safety procedures.
- 6.7 To be responsible for leases/agreements for users of Town Council land and property and conduct an annual review of fees/facilities.
- 6.8 To investigate the acquisition of land for amenity, recreation and other uses.
- 6.9 To consider the use of Section 106/CiL monies to meet the recreation needs of the town.
- 6.10 To support the proposals in the town's Vision Document.



## **7. Terms of Reference – Allotments and Cemeteries Committee**

- 7.1 To monitor the implications of allotment and cemetery items within the Council's forward planning documents and make recommendations for revisions if required.
- 7.2 To manage and maintain the cemetery, chapel and garden of remembrance.
- 7.3 To manage the land and develop a cemetery at Summersales.
- 7.4 To manage the Council's allotments.
- 7.5 To promote a culture of safety by risk assessments and compliance with current health & safety procedures.
- 7.6 To be responsible for leases/agreements for users of allotments conduct an annual review of fees for the cemeteries.
- 7.7 To support the proposals in the town's Vision Document.

## TERMS OF REFERENCE

### **WOLFE COMMUNITY BUILDING WORKING GROUP**

#### PURPOSE - AIM

“To facilitate the project development of a new Sports Pavilion

#### PURPOSE - RESPONSIBILITIES

- 1) To make recommendations to the S & R committee regarding the design & build of the new Pavilion.
- 2) To make recommendations to the S & R committee in the engagement of operators and other professionals for approval.
- 3) To make recommendations to the S & R committee in terms of project costings for approval.
- 4) Engage with the Professionals appointed through the competitive tendering process.
- 5) To monitor and oversee the project on behalf of the S & R committee

#### RECOMMENDED MEMBERSHIP STRUCTURE

Town councillors.

*Res.9484 (Sport and Recreation Committee, 27<sup>th</sup> July 2021)*

## TERMS OF REFERENCE

### **SUMMERSALES WORKING GROUP**

#### PURPOSE - AIM

'To facilitate the project development of Summersales Burial Ground'

#### PURPOSE - RESPONSIBILITIES

- 1) To design a new burial ground, engaging with professionals as necessary, and make recommendations to the Allotments and Cemeteries committee for consideration
- 2) To work with professionals to create tender packs for phased work and make recommendations to the Allotments and Cemeteries committee for consideration
- 3) To consider all aspects of work required to open a burial ground, and make recommendations to the Allotments and Cemeteries committee for consideration
- 4) To monitor costs of the project, provide updates and make recommendations to the Allotments and Cemeteries committee for consideration
- 5) To monitor and oversee the project on behalf of the Allotments and Cemeteries committee

#### RECOMMENDED MEMBERSHIP STRUCTURE

Town councillors.

*Res.9477 (Allotments and Cemeteries Committee, 20<sup>th</sup> July 2021)*

## TERMS OF REFERENCE

### **VISION DOCUMENT WORKING GROUP**

#### **PURPOSE – AIM**

“To review the Vision Document 2010-30 and provide Crowborough Town Council with any resultant proposal”

#### **PURPOSE – RESPONSIBILITIES**

1. To review the current Vision Document and progress to date.
2. To consider whether a vision document is required by the council and make any recommendation to Full Council.
3. [If required] To review the aims and objectives specified in the Vision Document 2021-30 and to consider any additions or amendments.
4. [If required] To prepare a draft Vision Document for consideration by Full Council in consultation with local residents, groups and organisations.

#### **RECOMMENDED MEMBERSHIP STRUCTURE**

Town councillors, Chamber of Commerce liaison

*Res.9708 (Full Council, 15<sup>th</sup> March 2022)*

## TERMS OF REFERENCE

### **SPEED LIMITS WORKING GROUP**

#### PURPOSE – AIM

“To consider a twenty mile per hour speed limit on roads in and around Crowborough and to provide the Environment Committee with resultant observations”

#### PURPOSE – RESPONSIBILITIES

1. To consider where the reduction in speed limit should be applied.
2. To consider the costs involved in reducing the speed limit on recommended roads in and around Crowborough and make recommendations to the Environment Committee.

#### RECOMMENDED MEMBERSHIP STRUCTURE

Town councillors

*Res.10099 (Full Council, 16<sup>th</sup> May 2023)*