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**PEACEHAVEN TOWN COUNCIL**

**COMMITTEE TERMS OF REFERENCE**

**TR1 The Standing Committees of the Council shall be as follows:**

**Planning & Highways Committee –** 9 members consisting, if possible, of at least two Members representing each Ward of the Town.

**Policy & Finance Committee –** 9 members consisting of, Chairman of the Council, Vice Chairman of the Council, Chairmen (or if unable to attend, the Vice Chairman) of the two other Standing Committees of the Council plus five other Members.

**Leisure & Amenities Committee** – 9 members

**Substitute Members** – If a Member of a Standing Committee or Sub-Committee is unable to attend a meeting they must inform the Proper Officer and may arrange for a substitute member to attend the meeting in their place. The substitute Member should be of the same political group as the Member unable to attend. Confirmation of the substitution to the Proper Officer must be at least 24 hours in advance of the meeting and be on the prescribed form, which must be counter signed by the appropriate Group Leader. Failure to meet the 24 hours notice as above shall invalidate the substitution.

An ordinary member of a Standing Committee or Sub-Committee who has been replaced at a meeting by a substitute member (in accordance with the preceding paragraph) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

**Note**

All the Council’s powers and duties shall be delegated to the Standing Committees in accordance with the Terms of Reference below, subject to the exceptions as detailed in TR6 below, provided that the exercise of delegated powers shall be subject to the respective Committees giving effect to any resolution of the Council upon matters of principle or policy. In the case of doubt or when a matter appears to involve a new departure in policy the Committee decisions shall be submitted to the Council as a Recommendation.

**TR2 SUB-COMMITTEES**

1. Committees appointed by the Council may appoint Sub-Committees (which include Advisory Sub-Committees) for the purposes to be specified by the Committee and determine the size and membership of the Sub-Committee.
2. The Committee Chairman shall be a member of the Sub-Committee.
3. Except where powers or duties are delegated to a Sub-Committee whose acts in pursuance of any statutory enactment need not be submitted to the Committee for approval, no act of a Sub-Committee shall have effect until approved by the Committee.

**TR3 APPOINTMENT OF WORKING PARTIES**

Every Standing Committee appointed by Council may appoint special Working Parties for the purpose to be specified by the Committee. No act of a special Working Party shall have effect until approved by the parent Committee unless specifically instructed in the terms of reference at the outset. The Committee Chairman shall be a member of the Working Group. When the Terms of Reference have been complied with the Working Party shall be automatically discharged.

**TR4 ELECTION OF CHAIRMEN OF STANDING COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES**

Every Committee, Sub-Committee and Working Party shall at its first meeting, before proceeding with any other business, elect a chairman for the council year. No Councillor shall be the chairman on more than one Committee at any time.

**TR5 QUORUM OF STANDING COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES**

Except where authorised by statute or ordered by the Council, business shall not be transacted at a meeting of any Standing Committee, Sub-Committee or Working Party, unless at least one-third of the membership is present; provided that in no case shall the quorum of a Standing Committee be less than three Members of that Committee or two Members in the case of a Sub-Committee or Working Party.

**TR6 MATTERS TO BE DEALT WITH SOLELY BY THE COUNCIL**

1. The power of raising loans and setting the Precept;
2. The power of incurring capital expenditure not specifically included in the Council’s approved budget estimates of expenditure for the time being;
3. Approving the Annual Return;
4. Appointing the independent Internal Auditor each Council year.
5. The appointment to or co-option on a Committee or Sub-Committee of a person (on a strictly non-voting basis) who is not a Member of the Council or Committee;
6. Standing Orders and the functions and constitution of Committees and Sub-Committees;
7. Dates of meetings of the Council;
8. Appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the Council year;
9. Filling vacancies on any Committees of the Council during the Council year;
10. The appointment or dismissal of the Town Clerk
11. Sale of Land. Any public Open space, proposed sale, disposal of, purchase, hire or ownership of Public Open Space and Amenities, will be openly discussed at Full Council with at least one third of Councillors present and over 50% of those Members to agree.

**TR7 POWERS AND DUTIES OF STANDING COMMITTEES**

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council’s powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

1. Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
2. As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed acts and proceedings of the Council;

(c) In all respects be subject to the provisions of the Council’s Standing Orders and Financial Regulations including SO1(x)&(y) (quorums) except as otherwise determined by the Council. Members wishing to speak may remain seated.

The Council may at any time without prejudice to executive action already taken, revoke any executive power delegated to a Committee.

**TR8 PLANNING & HIGHWAYS COMMITTEE**

The making of representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local Government Act 1972, Section 20, Schedule 16, and other relevant legislation;

1. The making of representations in respect of appeals against the refusal of planning permissions;
2. The making of recommendations regarding street names;
3. To consider and monitor the Town and other developmental plans and the making of all appropriate representations.
4. The facilitation of economic development initiatives, including those pertaining to town centre matters, for the benefit of Peacehaven and making recommendations on all related matters and liaison as appropriate with other agencies;
5. The making of representations to the appropriate Planning Authority in respect of other planning matters not otherwise referred to in Terms of Reference (a) to (e) above.
6. The making of representations to the appropriate authority in respect of highway matters and public transport services.
7. The making of representations to Lewes District Council regarding Public Entertainment Licensing and Licensed Premises generally.
8. All other matters (except planning) which are the responsibility of third party agencies and directly affect the town’s basic infrastructure.
9. Manage the Town Enhancement projects including shrub/flower planters as determined from time to time.
10. Dealing with the provision and maintenance of Town Council owned bus shelters, street/footpath lighting and shrub/flower planters.
11. Prepare annual Committee budget estimates in October on all Terms of Reference referred to above and forward to the Policy & Finance Committee not later than December;
12. Manage and Monitor at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the Committee.
13. Deed or Transfer of Title (Land) once agreed at Full Council, will be openly discussed and if required, planning restrictions applied, through the Planning and Highways Committee, before commencing with solicitors.

**TR9 POLICY & FINANCE COMMITTEE**

1. The making of recommendations in respect of items (d) to (j) of the matters to be dealt with solely by the Town Council;
2. Dealing with all matters relating to the general day-to-day administration of the Council including policy matters;
3. Dealing with matters specifically referred by the Town Council or any other Standing Committee and with all matters not specifically referred or delegated to any other Standing Committee;
4. Dealing with the Terms and Conditions of Service and superannuation of the Town Council’s staff and making appropriate recommendations relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils and the National Association of Local Councils; (Currently EMPLOYMENT SUB)
5. The making of appropriate decisions in respect of community and other grants/subsidies from the Town Council’s revenue budget estimates, including reimbursable expenditure; (currently GRANTS SUB)
6. Responsible for ensuring risk assessments are undertaken as appropriate, including insurance, Health & Safety as specified in Financial Regulations.
7. Giving consideration to, agreeing and making appropriate recommendations in respect of the Town Council’s revenue budget estimates, including reimbursable expenditure;
8. Acting as lead Committee in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including, as appropriate, the development of Joint Partnership Committees and recommendations on Terms of Reference and constitutional matters.
9. Prepare annual Committee budget estimates in October on all Terms of Reference referred to above and forward to the Policy & Finance Committee not later than December;
10. Manage and Monitor at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the Committee and monitor all other Standing Committees.

**TR10 LEISURE & AMENITIES COMMITTEE**

1. Dealing with the provision, maintenance and management of Community House, The Sports Park Pavilion, The Annexe Room, and the maintenance and management of any other Council land holdings, vehicles and/or buildings of a leisure nature – amenities, allotments, children’s play parks, sports, cultural or community for example – and the determining annually all rents and charges for the use of such facilities.
2. Dealing with the provision, maintenance and management of street furniture and Town Council owned facilities (excluding bus shelters, street lighting and shrub/flower planters - these are the responsibility of the Planning & Highways Committee).
3. Dealing with the preparation and publication of the official Town Guide and other publications relevant to the work of the Committee.
4. Prepare a specification for the maintenance of grass verges and street furniture in Peacehaven and such extended areas (towns) as agreed from time to time and seek quotations for the maintenance of the said grass verges and street furniture.
5. Award and monitor the Grass Verge and/or Street Furniture Cleansing Contracts accordingly.
6. The making of recommendations to the Employment Sub Committee regarding matters relating to the Town Council’s staff engaged on grounds maintenance, caretaking and cleaning duties.
7. Prepare annual Committee budget estimates in October on all Terms of Reference referred to above and forward to the Policy & Finance Committee not later than December;
8. Manage and Monitor at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the Committee.

**TR11 DELEGATION TO CHAIRMEN GENERALLY**

1. To cancel or postpone a meeting owing to lack of business or in an emergency.
2. To have discretion to include any item of an urgent nature under “Urgent Business” on the relevant Council or Committee Agenda.