



“GROUNDS AND ENVIRONMENTAL SERVICES” COMMITTEE

TERMS OF REFERENCE

1. Prepare budget proposals for revenue and capital expenditure in the following financial year and submit to the Policy and Committee.
2. Oversee the management of parks, open spaces and play areas under the control of the Council.
3. Manage and maintain all buildings located within the Council's parks and open spaces.
4. Exercise the Town Council's powers to acquire maintain, provide, contribute towards expenses of burial grounds, cemeteries, monuments and memorials.
5. Exercise the Town Council's powers to maintain, repair, protect and adapt War Memorials.
6. Provide and manage allotments.
7. Provide and maintain public conveniences, notice boards, litter bins etc. within the Council's parks and open spaces.
8. Recommend and review (if required) byelaws in the Council's parks and open spaces.
9. Establish Sub-Committees or Task and Finish Groups to progress/deliver specific projects.
10. Respond, on behalf of the Town Council, to consultation documents relevant to the activities of the Committee.
11. Review and promote community engagement and development.

Approved by Council 27 June 2016



CULTURAL & ECONOMIC SERVICES COMMITTEE

TERMS OF REFERENCE

1. Prepare budget proposals for revenue and capital expenditure in the following financial year and submit to the Policy and Committee.
2. Oversee the management and maintenance of the Council facility known as the Teenage Advice and Information Centre (TACTIC) and youth service provision.
3. Provide and keep under review the provision of an annual programme of community events and services.
4. Keep under review the need for additional community facilities and make recommendations to Council as to how to satisfy such need.
5. Matters relating to the Leighton Buzzard Street Market.
6. Matters relating to the town centre Public Conveniences.
7. Matters relating to the provision of visitor attraction assets and communication (i.e. Children's Trail and new electronic variable signage / Architectural lighting scheme).
8. Establish Sub-Committees or Task and Finish groups to progress/deliver specific projects.
9. Respond, on behalf of the Town Council, to consultation documents relevant to the activities of the Committee.
10. Review and promote community engagement and development.

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PLANNING & TRANSPORT COMMITTEE

TERMS OF REFERENCE

- 1 Consider and respond to all planning applications within the Parish submitted by Central Bedfordshire Council and subsequently advise Central Bedfordshire Council of the Town Council's views.
- 2 To receive any verbal/written comments of objection or support from Members of the public and Ward Councillors as provided by Standing Orders.
- 3 Consider local plans, proposed listed buildings, conservation area applications, tree preservation orders and building preservation orders.
- 4 Respond to all consultation requests relating to minerals and waste, planning related policy documents and other relevant statements/proposals emanating from either National Government/Organisations or other local authorities/organisations.
- 5 Consider and respond to all new or amended licensing applications within the Parish.
- 6 Suggest areas requiring traffic calming and road repairs.
- 7 Work with Central Bedfordshire Council to secure partnership funding for highways schemes.
- 8 Continue to develop a dialogue with providers of public transport to seek improvement to the quality and level of services.
- 9 Liaise with relevant Authorities and bodies on projects such as Travel Choices and the Station Travel Plan and to promote sustainable transport within the Parish.
- 10 Respond, on behalf of the Town Council, to proposals from other authorities relating sustainable transport.
- 11 Authority to approve expenditure from the Highways Schemes budget (409/4800) (as resolved by Council on 28 September 2015: minute reference 035 (i)).

DELEGATED POWERS TO OFFICERS - PLANNING

1. Delegated applications include all applications received for consultation purposes including all planning applications, advertisement and signs.

2. All delegated decisions, which are recommended for approval, will be detailed, in writing, to Members of the Planning Committee in a report that will be tabled on the night of the meeting of that Committee.
3. A list of proposed delegated decisions will be circulated to all Councillors. If a Councillor wishes an application to be decided by the Committee, a written request must be made to the Town Clerk prior to the meeting.
4. Occasionally it may be necessary to refer certain planning applications to another standing Committee for comment, or to hold a joint meeting of the Planning Committee with another standing Committee.
5. No planning application can be delegated which falls into the following categories :
 - (a) To which a written objection from a member of the public has been received by the Town Council.
 - (b) Any application for more than five dwellings (including flats, apartments and maisonettes).
6. The Town Clerk, or his/her nominated officer, must be cognizant of the application – its location and the possible planning considerations.

Approved by Council 27 June 2016



POLICY AND FINANCE COMMITTEE

TERMS OF REFERENCE

- 1 Make recommendations to Council on the conduct of its own business - including Standing Orders, Committee organisation and membership and calendar of meetings.
- 2 Make recommendations to Council on policies, objectives and priorities.
- 3 Establish Sub-Committees, as appropriate.
- 4 Without detracting from the duties and responsibilities of the other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service.
- 5 Advise on the making of any byelaws not specifically the responsibility of any other Committee or principal authority.
- 6 Review the draft Annual Report prior to submission to Full Council.
- 7 Matters relating to the Council's offices.
- 8 Oversee the Council's publicity and communications.
- 9 Matters relating to staff including staffing resources and structures.
- 10 Produce and monitor a scheme of performance review.
- 11 Consider local policy issues affecting community safety and monitor Operation Dodford.
- 12 Respond, on behalf of the Town Council, to consultation documents relevant to the activities of the Committee.
- 13 Consider and make recommendations on any matters referred to it by the Council or other Committees.
- 14 Deal with any matter not specifically allocated to any other Committee.

Finance

- 15 Recommend to Council and continuously monitor and review the :

- System of financial regulation and control (in accordance with legislation and the Council's adopted Financial Regulations and Standing Orders).
 - Management of financial resources.
 - Investment policy.
 - Level of reserves (general, earmarked and Section 106 funds).
- 16 Approve (or otherwise) items of proposed expenditure (or reduction in income) for which no provision has been made in the approved budget.
- 17 Write-off irrecoverable amounts.
- 18 Consider and recommend to Council the financial implications and funding of any major capital works.
- 19 Prepare and submit to Council budgets of income and expenditure for each financial year after considering estimates submitted by the other Committees.
- 20 Consider and recommend to Council a capital programme.

Audit, Risk Management and Insurance

- 21 Receive and consider reports from the Internal Auditor, External Auditor, Health and Safety Consultant, Human Resources Consultant and make recommendations as to any relevant policy changes.
- 22 Review all aspects of corporate governance including internal controls.
- 23 Monitor and review the Council's insurance policy.
- 24 Monitor and review risk management and health & safety issues.

Democratic

- 25 Approve Member attendance at training events, seminars, conferences, meetings.
- 26 Approve matters relating to civic functions and the role of the Town Mayor.
- 27 Receive details of the Town Mayor's accounts.