

# Thorpe St Andrew Town Council



THORPE ST ANDREW TOWN COUNCIL

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## Committee Terms of Reference

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### Planning and Environment Committee - Terms of Reference

- a) To receive, consider and comment on all planning applications concerning the Town.
- b) Aim to visit the sites of planning applications where appropriate
- c) To notify the applicant of the date of the meeting when the application would be considered and also notify neighbours where appropriate.
- d) To take into account any planning matters raised by members of the public.
- e) To make recommendations to Broadland District Council, Norfolk County Council, the Broads Authority and neighbouring authorities.
- f) To report all planning decisions to the Town Council
- g) To monitor and consider policy issues in relation to, and to scrutinise the operation of, environmental services
- h) To consider, manage and oversee environmental projects or programmes
- i) To take any other action needed to achieve the above objective.

### Delegated Function

- a) Where necessary in order to meet statutory limits a response would be delegated to the Clerk and Chairman.
- b) To commit to spend up to £6,000 on any one project or annual environmental contract without referral to the Town Council, with a limit of
- c) £6,000 at any one meeting.

### Planning Applications Working Group Terms of Reference

- a) To recommend comments to the Town Clerk on all planning applications concerning the Town.
- b) Aim to visit the sites of planning applications where appropriate
- c) To notify the applicant of the date of the working group meeting when the application would be considered and also notify neighbours where appropriate.
- d) To take into account any planning matters raised by members of the public.
- e) To report all planning comments to the Planning and Environment Committee

#### Finance and Staffing - Terms of Reference

- a) To review project proposals prior to inform Town Council meetings
- b) To oversee project working within the powers outlined in the terms of reference
- c) To assist the Responsible Financial Officer in producing and monitoring the annual budget by receiving and reviewing budget requests as per guidelines.
- d) To recommend an annual budget to the Town Council.
- e) To review the financial risk assessments and regulations of the Council on an annual basis.
- f) To oversee and approve staff appointments. To require new employees to serve a probationary period and to confirm that appointment in writing when the probationary period has been satisfactorily completed.
- g) To provide all staff with a job description, terms of conditions and service contract and copies of the Disciplinary and Grievance policy
- h) To provide job descriptions to all Council members
- i) To conduct annual staff appraisals
- j) To ensure satisfactory working conditions for all staff and the protection of their employment rights.
- k) General Data Protection Regulations
  - a. To determine the purpose and manner of processing personal data according to the law
  - b. To ensure that the Clerk as Data Protection Officer (DPO) has no conflict of interest with this process
  - c. To ensure that councillors and staff receive ongoing and appropriate training for Data Protection
  - d. To conduct a survey of the Information Audit, Privacy Notices and any Risk Management to ensure compliance with Data Protection
  - e. To receive any reports from the DPO of any manifestly unfounded requests and confirm action to be taken
  - f. To receive reports from the DPO of any investigation of breaches which might need to be undertaken
  - g. To make an annual review of the GDPR Policy and recommend any changes to Council which might be required
  - h. To recommend to Council any changes which may be required in Standing Orders in respect of DP
  - i. To recommend to Council any changes which may be required to the Job Description and Contract of Employment for the Clerk / DPO.

#### Delegated Power

- a) To commit to spend up to £10,000 on any one project without referral to the Town Council meeting, with a limit of £15,000 at any one meeting.

#### Events and Media Committee - Terms of Reference

- a) To organise recreational events with a budget set and agreed with the Town Council.
- b) To put forward a budget for the Committee's proposed recreational activities in the following financial year to meet any deadline set by the Town Council.
- c) To ensure meetings are held to discuss the format, timings, staffing and health and safety issues at each event.
- d) To ensure that Thorpe St Andrew News is produced each year.
- e) To ensure that meetings are held to discuss the content of each issue well in advance of the publication date, to allow for compilation, printing and distribution.
- f) To negotiate and determine the cost of production and delivery for the council and to ensure that this is allowed for in the yearly budget.
- g) To arrange the distribution of the Town Council News throughout Thorpe St Andrew.
- h) To review and evaluate the content of the town council website and to ensure that it is updated regularly.
- i) To provide a platform to represent the views of local people and to advertise events in Thorpe St Andrew.
- j) To coordinate and approve publicity material of Town Council events.

#### Delegated Power

- a) To commit to spend up to £6,000 on any one event without referral to the Town Council, with a limit of £6,000 at any one meeting.
- b) On matters which have a financial or risk element only Town Councillors can vote

#### Events Working Group - Terms of Reference

- a) To make recommendations to the Town Clerk on recreational events and the Thorpe St Andrew NEWS
- b) To review and evaluate the content of the town council website and to make suggestions to the Clerk
- c) To provide a platform to represent the views of local people and to advertise events in Thorpe St Andrew.