

MORECAMBE TOWN COUNCIL – COMMITTEE TERMS OF REFERENCE
(Reviewed and Agreed by Council on 18th May, 2017)

| Committee | Terms of Reference |
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| Finance and Management | <ol style="list-style-type: none"> 1.To manage and provide recommendations to the Council on issues relating to the management and finances of the Council including the annual budgetary process, arrangements for internal and external audit, the annual precept, management of financial risk, satisfactory contractual arrangements and arrangements for the payments of accounts 2. To manage the Council’s website and make appropriate recommendations to Council. 3. To review the Council’s policies and procedures on an annual basis and submit any recommendations to Council 4. To give guidance to the Council’s committees on budget availability and systems to be put in place to manage those budgets. 5. To consider at each meeting a payment schedule and update report on the budget position at that time and to make any recommendations to Council in respect of issues arising. 6.To consider and make recommendations to Council on the Grants decisions taken by the Grants Sub-Committee 7.To organise through the Town Clerk a programme of member training 8. To be responsible for the production of a Corporate Plan and Town Plan making appropriate recommendations to Council 9. To manage the ward budgets in conjunction with ward members and the town clerk. 10. To be responsible for all staffing issue and to make recommendations to Council where appropriate |
| Planning, Development and Environment | <ol style="list-style-type: none"> 1. To consider planning applications that involve 3 or more domestic properties, commercial developments above the value of £1m and any strategically important application and to make recommendations to Council on the Council’s response. 2. To consider any other Planning Application requested by members of the Council 3. To consider any planning policies and strategies covered by the Morecambe Town Council area of responsibility and to make recommendations to Council on the Council’s response. |

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| | <ol style="list-style-type: none"> 4. Preparation of budgets for the maintenance of allotments for consideration by the Council each year during the budgetary process 5. To consider and make recommendations to Council with regard to any environmental issues affecting Morecambe 6. To consider environmental issues referred from Council for investigation and consideration for report back to Council 7. Liaison with Allotment holders and Associations and to manage allotment provision through service level agreements agreed with respective Allotment Associations. 8. Members of the Committee to represent the Town Council at meetings with other agencies to discuss Allotment issues 9. To review the allotment provision within Morecambe together with a waiting list for allotments |
| <p>Community Engagement and Grants Committee</p> | <ol style="list-style-type: none"> 1. To prepare for Council's consideration a strategy for regular Community engagement which would seek to increase the involvement of the Community in decision making and partnership working with the Council on projects within the town. 2. To manage the Council's Community Engagement Strategy 3. To administer the Council's Community Award Scheme 4. To prepare relevant criteria for the award of grants by the Town Council 5. To prepare the relevant application forms and guidance notes based on (1) above 6. To prepare an annual timetable for the advertisement, receipt and consideration of Grants 7. To consider all Grant applications received and to make recommendations to Council |
| <p>Festivals and Events Committee</p> | <ol style="list-style-type: none"> 1. To promote festivals and events in accordance with budgets set by Finance & Management Committee and Full Council with the aim of adding value to the Town for businesses, visitors and local people. 2. Invite organisations to present ideas on festivals and events. 3. To seek the views of the business community and the public on how the festivals and event programme should be developed. |

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| | <ol style="list-style-type: none"> 4. To ensure that contracts in accordance with the Council’s financial regulations and standing orders are properly entered into for all festivals and events which receive funding from the Council. 5. To consider recommendations from the Festivals Advisory Panel and prepare relevant criteria for the award of funding by the Town Council for festival and event provision including preparation of the relevant application forms and guidance notes, and to prepare an annual timetable for the advertisement, receipt and consideration of funding applications. 6. To ensure that Morecambe Town Council receives adequate and due publicity from its involvement in festivals and events which the Council funds and supports. 7. To instigate an evaluation of festivals and events supported to ascertain the added value on an annual basis and consider recommendations made by the Festivals Advisory Panel in respect of the evaluation process. 8. To work in partnership with relevant organisations to maximise the scope and funding opportunities for festivals and events. 9. Where appropriate to seek additional funding or sponsorship for festivals and events in conjunction with the Council’s Financial Regulations. 10. To consider the recommendations of the Festivals Advisory Panel for the award of funding to Festivals and Events within Morecambe, and to make recommendations to Council. |
| <p>Complaints Committee</p> | <ol style="list-style-type: none"> 1. To consider all complaints received which can be dealt with under the Council’s Complaints procedure, following the complaint being dealt with by the Town Clerk but with the complainant exercising their right to ask the Committee to deal with the matter. 2. To consider complaints referred to it by the Town Clerk 3. To consider complaints received with regard to the Council’s staff 4. To prepare a bi-annual report of complaints received for consideration by Council 5. To review the Complaints procedure and to make recommendations to Council. |

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| <p>Community Safety Committee</p> | <ol style="list-style-type: none"> 1. To meet quarterly to liaise with and review the work of the Neighbourhood Policing Team 2. To discuss with the Police representative's issues raised by the Council and public in terms of the policing of the town. 3. To manage the work of the Council's funded Anti-Social Behaviour Officer 4. To liaise with all relevant agencies regarding the management of Anti-Social Behaviour within the town 5. To consider and facilitate appropriate intervention programmes to tackle Anti-Social Behaviour and measures to improve community safety 6. To co-opt representatives of appropriate agencies and organisations to the Committee as non voting members to assist with the Committee's workload as appropriate. 7. To manage the work of Council's funded Environmental Enforcement Officer |
| <p>Personnel Committee</p> | <ol style="list-style-type: none"> 1. To manage and review the performance of the Town Clerk 2. To establish a set of performance criteria for all staff employed by the Council 3. To establish and manage an annual staff appraisal system for the Town Clerk and any other staff employed in the future by the Council 4. To establish a Disciplinary Policy for the management of Staff 5. To deal with the appointment of staff when the need arises |