

Royston Town Council Finance Committee Terms of Reference

- a) The committee shall consist of the following:-
Ten Members of Royston Town Council, one of whom will become Chairman and another Vice-Chairman of the committee.
- b) A minimum of five Members will constitute a quorum for meetings.
- c) The powers and duties of the Council in regard to:-
properties, insurance, civic functions, finance, accounts, markets, Royston Cave, the Cinema, Royston May Fayre, Royston Museum, staffing, entertainment, subscriptions and co-operation with voluntary bodies and charities, (with the exception of the power to levy a precept or to approve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee;
- d) The Committee shall appoint Sub-Committees and Working Parties as appropriate.
- e) The Committee will also –
 - Review the Council's Financial Regulations.
 - Exercise control over the Council's insurance of its properties and liabilities.
 - Review and manage the Council's risk management strategy.
 - Review and submit for the Council's consideration its system of internal audit.
 - Prepare and submit for consideration fees for all chargeable areas under the Committee's remit
 - The Committee has authority to act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of this Committee
 - The Committee will place before the Council annual estimates of expenditure (budget) relating to matters within its responsibility, in accordance with required timelines
 - Conduct the Town Clerk's annual appraisal.
 - Handle staff grievances in accordance with the Council's Grievance Policy.
 - Handle staff disciplinary matters in accordance with the Council's Disciplinary Policy
 - Approve the payment of additional unbudgeted expenditure up to a limit of £15,000
 - Annually review staff salaries
 - Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Town Clerk after consultation with the Mayor and/or Deputy Mayor and/or Chair/Vice-Chair of the Committee but must be submitted for approval to the next meeting of the Committee/Council.
- f) Councillors' membership of the Committee and the appointment of the Chairman and Vice-Chairman is established at the Annual Meeting of the Town Council.
- g) In the event that the Chair or Vice-Chair retires mid-term the Committee shall elect a Chair or Vice-Chair from within their numbers.
- h) To act upon or commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding.
- i) Meetings will be called monthly in order to conduct current business as determined in the Terms of Reference and as instructed by the Council.

- j) Members of the public and press will be allowed to attend meetings under the Public Bodies (Admission to Meetings) Act 1960. Press and public will be asked to leave the meeting if items of a confidential nature are to be discussed.
- k) Accuracy of the Minutes from the meetings will be confirmed by Finance Committee. The minutes will be submitted to Full Council to be accepted into the workings of the Council.

Royston Town Council Planning Committee terms of reference

- a) The committee shall consist of the following:-
Ten Members of Royston Town Council, one of whom will become Chairman and another Vice-Chairman of the committee.
- b) A minimum of five Members will constitute a quorum for meetings.
- c) The powers and duties of the Council in regard to matters under the Town and Country Planning Acts be delegated to the Planning Committee.
- d) The Committee shall appoint Sub-Committees and Working Parties as appropriate.
- e) The Committee shall receive and examine applications for planning permission received from the Local Planning Authority, North Hertfordshire District Council (NHDC), and other local neighbouring authorities, having regard to:
 - compliance with current planning policy guidance at both national and local level,
 - protection of the Conservation Areas,
 - effect on neighbours,
 - effect on amenity,
 - effect on traffic and highway safety,
 - prevention of inappropriate or over-development,
 - effect on street scene and landscape,
 - acceptable high standard of design,
 - effect on sustainability of services, and
 - any other relevant factorsThe Committee shall make suitable recommendations to NHDC, and other local neighbouring authorities, as to whether or not they have no objection, no objection subject to certain conditions or an objection and the reasons why.
- f) To ensure that responses to planning applications are made within the time specified on the Planning Application notice or notify NHDC of a delay. All grounds for objection must be clearly supported by material planning considerations.
- g) The Chairman, Vice Chairman and the Clerk be delegated to give a response to planning applications if there is a time constraint on the response required. Any responses made must be submitted to the next meeting of the committee for information.
- h) The Committee shall act in respect of any other matter requiring any form of planning consideration and which is within the remit of the Committee.
- i) Councillors' membership of the Committee and appointment of the Chairman and Vice-Chairman is established at the Annual Meeting of the Town Council.

- j) In the event that the Chair or Vice-Chair retires mid-term the Committee shall elect a Chair or Vice-Chair from within their numbers.
- k) Meetings will be called monthly in order to conduct current business as determined in the Terms of Reference and as instructed by the Council.
- l) Members of the public and press will be allowed to attend meetings under the Public Bodies (Admission to Meetings) Act 1960. Press and public will be asked to leave the meeting if items of a confidential nature are to be discussed.
- m) Accuracy of the Minutes from the meetings will be confirmed by Planning Committee. The minutes will be submitted to Full Council to be accepted into the workings of the Council.

Royston Town Council General Purpose and Highways Committee terms of reference

- a) The committee shall consist of the following:-
Ten Members of Royston Town Council, one of whom will become Chairman and another Vice-Chairman of the committee.
- b) A minimum of five Members will constitute a quorum for meetings.
- c) The considerations, powers and duties in regard to:-
 - Footpaths, street lighting and open spaces be delegated to the General Purposes & Highways Committee together with;
 - Considerations in regard to Highways & Transport matters.
- d) The Committee is delegated to make representation to the North Hertfordshire District Council, Hertfordshire County Council and such other bodies as they consider necessary.
- e) To provide representatives for relevant NHDC, HCC and other meetings and committees for seminars, briefing and training sessions appropriate to the Committee's Terms of Reference.
- f) The Committee shall appoint Sub-Committees and Working Parties as appropriate.
- g) Councillors' membership of the Committee and appointment of the Chairman and Vice-Chairman is established at the Annual Meeting of the Town Council.
- h) In the event that the Chair or Vice-Chair retires mid-term the Committee shall elect a Chair or Vice-Chair from within their numbers.
- i) Meetings will be called quarterly in order to conduct current business as determined in the Terms of Reference and as instructed by the Council.
- j) Members of the public and press will be allowed to attend meetings under the Public Bodies (Admission to Meetings) Act 1960. Press and public will be asked to leave the meeting if items of a confidential nature are to be discussed.
- k) Accuracy of the Minutes from the meetings will be confirmed by the GP and Highways Committee. The minutes will be submitted to Full Council to be accepted into the workings of the Council.

Terms of reference for the Museum advisory sub-committee -

- a) The Committee shall consist of the following:-
Six Members of Royston Town Council, one of whom will become Chairman and another Vice-Chairman of the committee. Also on the committee are the Museum Curator, Town Clerk, four Trustees from the Royston and District Local History Society Trust, one Royston and District Local History Society representative and one Friends of the Museum representative.
- b) The aim of the sub-committee is to oversee and advise the Council on all matters relating to Royston and District Museum and Art Gallery.
- c) The parent committee is the Royston Town Council Finance committee.
- d) A minimum of three Members, two trustees, and one Council Officer will constitute a quorum for meetings.
- e) Councillors' membership and Chairmanship of the Committee is established at the Annual Meeting of the Finance Committee. Other organisations are responsible for appointing their representatives.
- f) At the first meeting of the Committee following the Annual Meeting of the Town Council, members of the Committee shall approve the appointment of Chair for the term. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers. The Chair must be a Member of Royston Town Council.
- g) Meetings will be called quarterly in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As an *Advisory Committee* public notice of meetings or public admission to meetings is not required. Minutes from the meetings will be submitted to the Finance Committee to be accepted into the workings of the Council.
- h) Advisory committees are constituted to implement the decisions of Full Council/Finance Committee as are specifically identified in their Terms of Reference, may only use the resources as delegated by Full Council/Finance Committee, and have no mandate to make decisions on behalf of the Council save as are delegated necessary to act in that capacity.
- i) Specifically, this committee has the delegated authority to:
 - Consider all matters regarding the Royston and District Museum and Art Gallery and to make recommendations to the Finance Committee regarding general management of the Museum with the exception of salaries.
- j) The Curator will provide reports of all activities to the Museum Advisory sub-committee and may call upon members of this committee to undertake specific activities.

Terms of reference for the Royston Cave advisory sub-committee -

- a) The Committee shall consist of the following:-
Three Members of the Royston Town Council Finance committee, one of whom must also be a Cave Trustee, to ensure communication across interested parties, and The Cave Manager.
- b) The aim of the sub-committee is to oversee and advise the Council on all matters relating to Royston Cave.
- c) The parent committee is the Royston Town Council Finance committee.
- d) A minimum of two Members and the Cave Manager will constitute a quorum for meetings.
- e) Membership of the Committee is established at the Annual Meeting of the Town Council. Non-members can be invited to join the committee.

- f) At the first meeting of the Committee following the Annual Meeting of the Town Council, members of the Committee shall elect a Chair for the term. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As an *Advisory Committee* public notice of meetings or public admission to meetings is not required. As an *Advisory Committee* full minutes of meetings are not required; however notes from meetings will be submitted to the Finance Committee to be accepted into the workings of the Council.
- h) Advisory committees are constituted to implement the decisions of Full Council/Finance Committee as are specifically identified in their Terms of Reference, may only use the resources as delegated by Full Council/Finance Committee, and have no mandate to make decisions on behalf of the Council save as are delegated necessary to act in that capacity.
- i) Specifically, this committee has the delegated authority to:
 - Deal with the day to day matters regarding Royston Cave.
 - Advise the Council on matters that arise that may require investigation or funding.
 - Formulate and recommend annual budget requirements to the Council to inform the setting of the precept with regard to ensuring that the Cave's general funding requirements are met.

Terms of reference for the May fayre Working Party:-

- a) The working party shall consist of six Members of Royston Town Council.
- b) The aim of the working party is to investigate, make all preparations for and run the Annual May Fayre.
- c) The parent committee is the Royston Town Council Finance committee.
- d) A minimum of two Members plus two non-members will constitute a quorum for meetings.
- e) Non-members can be invited to join the committee.
- f) At the first meeting of the Committee, members of the Committee shall elect a Chair for the term. The Chair can be any member of the working party and does not have to be a Councillor. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a 'Working Party', public notice of meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from meetings will be submitted to the Finance Committee to be accepted into the workings of the Council.
- h) The Working Party may only use the resources as delegated by Full Council/Finance Committee, and has no mandate to make decisions on behalf of the Council save as are delegated necessary to act in that capacity.
- i) A ring-fenced budget and the annual grant from the Council may be used as the committee decides provided that it is solely for the May Fayre.

Terms of reference for the Markets advisory sub-committee -

- a) The Committee shall consist of the following:-
Three Members of Royston Town Council.
- b) The aim of the sub-committee is to oversee and advise the Council on all matters relating to Royston Market.
- c) The parent committee is the Royston Town Council Finance committee.

- d) A minimum of three Members will constitute a quorum for meetings.
- e) Membership of the Committee is established at the Annual Meeting of the Town Council. Non-members can be invited to join the committee.
- f) At the first meeting of the Committee following the Annual Meeting of the Town Council, members of the Committee shall elect a Chair for the term. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As an *Advisory Committee* public notice of meetings or public admission to meetings is not required. As an *Advisory Committee* full minutes of meetings are not required; however notes from meetings will be submitted to the Finance Committee to be accepted into the workings of the Council.
- h) Advisory committees are constituted to implement the decisions of Full Council/Finance Committee as are specifically identified in their Terms of Reference, may only use the resources as delegated by Full Council/Finance Committee, and have no mandate to make decisions on behalf of the Council save as are delegated necessary to act in that capacity.
- i) Specifically, this committee has the delegated authority to:
 - To consider all matters relating to the operation of the market and to make any recommendations to the Finance Committee.

Terms of reference for the Human Resources Working Party

- a) The Committee shall consist of three Members of Royston Town Council.
- b) A quorum will be two Members.
- c) The aim of the sub-committee is to oversee and advise the Council on all matters relating to Human Resources.
- d) The parent committee is the Royston Town Council Finance committee.
- e) Membership and Chairmanship of the Committee is established at the Annual Meeting of the Town Council.
- f) In the event that the Chair retires mid-term they shall elect a Chair from within their numbers.
- g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. Public admission to meetings is not permitted.
- h) All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.
- i) Specifically, this committee has the delegated authority to:
 - Deal with the day to day matters regarding personnel, employment and recruitment issues.
 - Conduct the Town Clerk's annual appraisal.
 - Handle staff grievances in accordance with the Council's Grievance Policy.
 - Handle staff disciplinary matters in accordance with the Council's Disciplinary Policy.
 - Handle complaints received under the Council's complaints policy.
 - To oversee the appointment and recruitment process of Council employees.
 - To receive information, advice and guidance on behalf of the Council for matters pertaining to employment issues.
 - To obtain independent professional advice if necessary, within agreed budgets.
 - To receive reports/updates on any Union matters as appropriate.
 - To consider any further policies or procedures for adoption by Council on matters relating to HR issues, ensuring that full and open discussions have taken place with staff & Members as required.

- To consider training and professional development for staff & Members, as appropriate, and within the agreed budget.

Terms of reference for the Royston Town Council Cinema Working Party

- a) The working party shall consist of three Members of Royston Town Council and the Town Clerk.
- b) The aim of the working party is to oversee and advise the Council on all matters relating to Royston Picture Palace cinema and liaise with other interested parties.
- c) The parent committee is the Royston Town Council Finance committee.
- d) A minimum of two Members and the Town Clerk will constitute a quorum for meetings.
- e) Non-members can be invited to join the committee.
- f) At the first meeting of the Committee, members of the Committee shall elect a Chair for the term. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a 'Working Party', public notice of meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from meetings will be submitted to the Finance Committee to be accepted into the workings of the Council.
- h) The Working Party may only use the resources as delegated by Full Council/Finance Committee, and has no mandate to make decisions on behalf of the Council/Finance Committee save as are delegated necessary to act in that capacity.
- i) Specifically, this committee has the delegated authority to:
 - To consider all matters relating to the operation of the Royston Picture Palace cinema and to make any recommendations to the Finance Committee.

Terms of reference for the Environmental Policy Working Party

- a) The working party shall consist of three Members of Royston Town Council.
- b) The aim of the working party is to investigate and produce an environmental policy for Royston Town Council.
- c) The parent committee is the Royston Town Council Finance committee.
- d) A minimum of three Members will constitute a quorum for meetings.
- e) Non-members can be invited to join the working party.
- f) At the first meeting of the working party, members of the working party shall elect a Chair for the term. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a 'Working Party', public notice of meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from meetings will be submitted to the Finance Committee to be accepted into the workings of the Council.
- h) The Working Party may only use the resources as delegated by Full Council/Finance Committee, and has no mandate to make decisions on behalf of the Council/Finance Committee save as are delegated necessary to act in that capacity.
- i) Specifically, this committee has the delegated authority to:
 - To consider and investigate all matters relating to the production of an environmental policy for Royston Town Council which will be presented to Full Council for approval.