



# Skipton Town Council

## Committee Terms of Reference 2022

## **Contents**

**Page 3-4     Audit, Scrutiny & Complaints Committee**

**Page 5-7     Finance and Policy Committee**

**Page 8-9     Market Committee**

**Page 10-11   Planning Committee**

**Page 12-13   Events & Tourism Committee**

**Page 14-15   Public Services Committee**

## **AUDIT, SCRUTINY AND COMPLAINTS COMMITTEE**

### **Terms of Reference**

Under the Local Government Act (s101), Skipton Town Council delegates its functions relating to all Audit and Scrutiny issues, to this Committee.

The Committee to meet quarterly without prejudice to the three clear days' notice required under the Local Government Act (schedule 12, para 10 [2] [a]) and in accordance with the relevant procedures and protocols of the Council.

No member can serve on both this Committee and the Finance & Policy Committee.

The Chief Officer or the Finance Manager will provide secretariat services to the Committee, unless they both have a prejudicial interest in the business being considered by the Committee.

When the Chief Officer and the Finance Manager both have a prejudicial interest in the business being considered by the Committee, secretariat services will be bought in from the Principal Authority or from another parish or town council.

#### **Committee membership**

Eight councillors

#### **Quorum**

Four members shall constitute a quorum.

#### Audit Function

- To monitor the Council's expenditure and to ensure it is in line with agreed policy
- To appoint an Internal Auditor to carry out an internal audit prior to submission of the Annual Return.
- To agree any areas for review, in addition to statutory requirements, with the Internal Auditor.
- To receive, examine and oversee the implementation of, where appropriate, recommendations of both the Internal Auditor and the External Auditor.
- To monitor any Freedom of Information or Subject Access Requests
- To ensure that the Council meets its obligations under the terms of the General Data Protection Regulations (GDPR)

#### Complaints Function

- The Committee will have full delegated authority to deal with complaints about the Town Council in accordance with the Complaints Policy.
- Meetings regarding complaints are convened as and when required to review a formal complaint.
- Notice to complainants shall be in accordance with the Complaints Policy.
- Meetings shall be open to the public unless the Committee decides that the press and public should be excluded from the meeting on the grounds that the information to be discussed is of a confidential nature and the public interest would not be served in disclosing the information.
- Voting shall be in accordance with the Town Council's Standing Orders

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting.

### **Sustainability Goals**

To ensure that the Sustainability goals adopted by Skipton Town Council are actively promoted and adhered to through this Committee.

- Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.
- Ensure sustainable consumption and production patterns.
- Take urgent action to combat climate change and its impacts.
- Protect, restore, and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

Signed Chairman

Signed Clerk

Date

## **FINANCE AND POLICY COMMITTEE**

### **Terms of Reference**

Under the Local Government Act (s101), Skipton Town Council delegates its functions relating to all Finance and Policy issues, to this Committee.

The Committee to meet bi-monthly without prejudice to the three clear days' notice required under the Local Government Act (schedule 12, para 10 [2] [a]) and in accordance with the relevant procedures and protocols of the Council.

No member can serve on both this Committee and the Audit, Scrutiny & Complaints Committee.

The Chief Officer or the Finance Manager will provide secretariat services to the Committee, unless they both have a prejudicial interest in the business being considered by the Committee.

When the Chief Officer and the Finance Manager both have a prejudicial interest in the business being considered by the Committee, secretariat services will be bought in from the Principal Authority or from another parish or town council.

#### **Committee membership**

Eight councillors

#### **Quorum**

Four members shall constitute a quorum

#### Functions of the Committee

- To deal with any legal and statutory matters affecting the Council
- To agree, and recommend to Full Council, all aspects of Council policy
- To work within the Council's Financial Regulations at all times.
- To receive interim statements of income and expenditure in relation to the Council's agreed budget; and to monitor against target
- To periodically review cash flow and bank balances
- To receive and review the Council's annual Financial Statements and the Council's Annual Return and to recommend them to Full Council
- To monitor the Council's banking and investment arrangements
- To agree signatories to the Council's bank accounts
- To raise loans and other financial arrangements as required subject to Full Council approval

- To monitor the Council's insurances
- To oversee any leases of land or buildings
- To monitor Council contracts
- To monitor the Council's Asset Register
- To prosecute and defend legal proceedings as required for the protection of the Council and its interests.
- To address any other matters of finance or policy related business
- To set up ad-hoc Working Groups to address specific issues as felt appropriate by the Committee. Such groups to report back to the full Committee.
- To oversee Management & Staffing
  - 1.To draft, implement, review, monitor and revise policies for staff
  2. To oversee the recruitment and appointment of staff
  3. Recruitment and appointment of staff must be dealt with by a sub-committee of at least three members.
  4. To keep under review staff working condition
  5. To consider, following the correct adopted procedure, grievance or disciplinary matters
  6. To review performance management, including the process for appraisals and staff training programmes

**Exclusion of the press and public**

The Committee and its sub-committees will be considering business of a confidential nature, and the press and public will therefore be excluded by resolution from meetings (Public Bodies Admissions to Meetings Act 1960, s1 [2]).

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting.

## **Sustainability Goals**

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Signed Chairman

Signed Clerk

Date

## **MARKET COMMITTEE**

### **Terms of Reference**

Under the Local Government Act (s101), Skipton Town Council dela its functions relating to all market issues, to this Committee.

The Committee to meet quarterly without prejudice to the three clear days' notice required under the Local Government Act (schedule 12, para 10 [2] [a]) and in accordance with the relevant procedures and protocols of the Council.

Four trader representatives, elected by traders and covering the three key areas of the market may be in attendance. These attendees will not be permitted to take part in any vote.

The Chief Officer or Market Team will provide secretariat services to the Committee, unless they both have a prejudicial interest in the business being considered by the Committee. The Events Manager will also be in attendance.

When the Chief Officer and the Market Team all have a prejudicial interest in the business being considered by the Committee, secretariat services will be bought in from the Principal Authority or from another parish or town council.

#### **Committee membership**

Minimum of 8 councillors

#### **Quorum**

Four members shall constitute a quorum.

#### Functions of the Committee

- To advise and make recommendations to the Council on any matters affecting the Markets.
- To recommend to the Town Council appropriate budget provisions for the current and coming financial years for items within the Committees remit
- To approve and monitor expenditure against budget to ensure spending during the course of the year remains on target
- To oversee the operation and control of Skipton Market
- Market Staff to report where Traders contracts or Market rules are not being observed and follow the procedure for noncompliance.
- To work with the Market Staff and the Clerk to provide a well-managed and cost-effective Market.

- To approve or comment upon actions taken and reported by the Market Staff
- To consider matters relating to the ongoing development and promotion of the Market.
- To monitor and uphold the terms of the Market Charter and to protect the Market against unauthorised competition.
- To work with Market Traders and hold an annual traders meeting.
- To oversee and monitor any lease, license or other agreements in place relating to the operation of the Market.
- To oversee the Market's links with NABMA and the NMTF
- To consider any other matters relating to the Market as appropriate or as directed by the Full Council.

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting.

### **Sustainability Goals**

To ensure that the Sustainability goals adopted by Skipton Town Council are actively promoted and adhered to through this Committee.

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Signed Chairman

Signed Clerk

Date

## **PLANNING COMMITTEE**

### **Terms of Reference**

Under the Local Government Act (s101), Skipton Town Council delegates its functions relating to all planning issues, to this Committee.

The Committee to meet quarterly without prejudice to the three clear days' notice required under the Local Government Act (schedule 12, para 10 [2] [a]) and in accordance with the relevant procedures and protocols of the Council.

Additional meetings will be held at the Chairman/ Chief Officer's discretion to discuss large, significant or contentious planning applications.

The Chief Officer or Administration & Member Services Manager will provide secretariat services to the Committee, unless they both have a prejudicial interest in the business being considered by the Committee.

When the Chief Officer and the Administration & Member Services Manager both have a prejudicial interest in the business being considered by the Committee, secretariat services will be bought in from the Principal Authority or from another parish or town council.

#### **Committee membership**

A minimum of Six councillors

#### **Quorum**

Four members shall constitute a quorum.

#### Functions of the Committee

- To consider and comment, as statutory consultee, on Planning Applications lodged with the Planning Authority (Craven District Council) and impacting on the Parish of Skipton.
- To provide comments and/or recommendations to the Planning Authority on any Planning Application considered by the Committee
- To consider any other matter analogous to Planning and to bring to the notice of the appropriate authority any apparent breaches of the Planning Regulations.
- To oversee Council responses on matters surrounding the Craven Local Plan and the National Planning Policy Framework (or any subsequent policies and/or legislation).
- To consider any matters relating to Neighbourhood Planning
- To consider requests from developers and/or other Authorities regarding street naming and other similar matters.

- To consider requests relating to road traffic measures, road markings, pedestrian or other road safety issues – and to make recommendations to the Highways Authority (or any other appropriate Authority).
- To consider any other matters relating to Planning as appropriate or as directed by the Finance & Policy Committee or Full Council.

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting

### **Sustainability Goals**

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Signed Chairman

Signed Clerk

Date

## **EVENTS AND TOURISM COMMITTEE**

### **Terms of Reference**

Under the Local Government Act (s101), Skipton Town Council delegates its functions relating to all Events and Tourism issues, to this Committee.

The Committee to meet quarterly without prejudice to the three clear days' notice required under the Local Government Act (schedule 12, para 10 [2] [a]) and in accordance with the relevant procedures and protocols of the Council.

The Chief Officer or Events Team will provide secretariat services to the Committee, unless they both have a prejudicial interest in the business being considered by the Committee.

When the Chief Officer and the Events Team all have a prejudicial interest in the business being considered by the Committee, secretariat services will be bought in from the Principal Authority or from another parish or town council.

#### **Committee membership**

A minimum of Six councillors

#### **Quorum**

Four members shall constitute a quorum.

#### Functions of the Committee

- To consider, on an annual basis, a budget covering the Council's Events & Tourism functions and to recommend the budget to the Finance & Policy Committee
- To approve and monitor expenditure against budget to ensure spending during the course of the year remains on target
- To oversee and encourage revenue generation from and the sourcing of grant funding towards the Council's Events & Tourism functions
- To oversee the planning, promotion and delivery of an appropriate range of events and festivals within the Town
- To oversee the promotion of Skipton as a tourist destination
- To oversee the Council's social media and website facilities
- To oversee the planning, promotion and delivery of appropriate civic events and projects
- To oversee support to the Mayoralty
- To oversee support to the Council's Twinning arrangements

- To consider any other matters relating to Events & Tourism as appropriate or as directed by the Finance & Policy Committee or Full Council.

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting

### **Sustainability Goals**

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Signed Chairman

Signed Clerk

Date

## **PUBLIC SERVICES COMMITTEE**

### **Terms of Reference**

Under the Local Government Act (s101), Skipton Town Council delegates its functions relating to all Public Services issues, to this Committee.

The Committee to meet quarterly without prejudice to the three clear days' notice required under the Local Government Act (schedule 12, para 10 [2] [a]) and in accordance with the relevant procedures and protocols of the Council.

The Chief Officer or the Estates Team will provide secretariat services to the Committee, unless they all have a prejudicial interest in the business being considered by the Committee.

When the Chief Officer and the Estates Team each have a prejudicial interest in the business being considered by the Committee, secretariat services will be bought in from the Principal Authority or from another parish or town council.

#### **Committee membership**

A minimum of Eight councillors

#### **Quorum**

Four members shall constitute a quorum.

#### Functions of the Committee

- To approve and monitor expenditure against budget to ensure spending during the course of the year remains on target
- To propose, budget and obtain quotes for revenue/capital expenditure subject to the Financial Regulations.
- To exercise the delegated powers and duties of the Town Council with respect to the provision, care and maintenance of:
  1. The Allotments at Broughton Road, Burnside Chapel and Middletown
  2. Church Yards at Holy Trinity and Christchurch, Raikes Road Burial Ground
  3. Recreational Grounds and Parks provided by the Town Council and to review the local provision of such facilities
- To set rents and fees for persons or groups using the facilities of the Town Council and to make recommendations to the Full Council.
- To oversee all aspects of the management of the Council's Estate

- To ensure that equipment and other installations within the Council's Estate are inspected and maintained in line with recognised British and European Standards.
- To approve and oversee any contracts for the provision of work on the Council's Estate
- To manage and maintain the provision of Public Toilet at Coach Street and in so doing recommend and manage the cleaning and maintenance contract for the toilets.
- To submit proposals to the Town Council for new and improved services
- To oversee the letting of the Council's allotment plots and other ancillary land
- To liaise with the Allotments Working Group and with any approved allotment tenant association(s)
- To encourage the establishment of Community Groups to assist with fundraising for and the maintenance and refurbishment of community land and other projects and to provide support to any such group.
- To consider any other matters relating to the Council's Estate as appropriate or as directed by the Full Council.

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting

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Signed Chairman

Signed Clerk

Date

