

## Terms of reference for Rayleigh Town Council Committees

### Introduction.

Committees are concerned with the longer-term policy and budgets issues; the committee's role is to define what the Council is going to achieve, the standards it will set, and to make corrections if the goals or standards are not being met.

To achieve this, the committee has delegated powers defined in its terms of reference. These are agreed by the council and renewed annually; they set the limits of spending and authority so there is no need for the committee's decisions to be challenged or debated in council. Provided the decision is within the council's policy and within the committee's remit and budget it cannot be challenged.

Full Council will meet every other month, alternating with the Policy and Finance Committee but with the proviso that the annual full council meeting must be in May and December to set the precept.

### 1. Terms of reference common to all committees.

- 1.1. All meetings of Town Council committees will be convened in accordance with the Town Council's standing orders. Meetings will be minuted by the Clerk to the Council or a delegated member of staff.
- 1.2. Committees may authorise expenditure or amend fees provided the decision is consistent with the responsibilities of the committee and within the budget set for that activity or within any additional budget for work authorised by full council or the Finance Committee during the course of the financial year.
- 1.3. Minutes will be circulated to all council members and will be presented at full council for agreement. Agreement is given to acknowledge that the decisions have been reached within the powers delegated to that committee. For decisions taken within those powers, further approval is not needed.
- 1.4. Political representation on Committees is not required.
- 1.5. Councillors shall indicate their preferences for Committee Membership in advance of the Annual General Meeting, and the list of potential members will be circulated with the agenda of that meeting. Membership of all the committees will be as decided at the Annual General Meeting each year. The committee shall be subject to a quorum of half of its members or three whichever is the greater.
- 1.6. The chairman of the committee will be elected by the committee at its first meeting after the Annual Town Council meeting. The vice-chairman of the committee will be elected by the committee at its first meeting after the Annual Town Council meeting. Until a new chairman is elected, the chairman from the previous year retains that office.
- 1.7. Town Councillors not on a committee may attend meetings but not vote.

- 1.8. Non-councillors will only be co-opted for the specific purposes identified in Regulation 3 of The Parish and Community Councils (Committees) Regulations. If appointed to an eligible committee, they will have limited voting rights and will agree to be bound by the code of conduct, financial regulations and standing orders of the Council.
- 1.9. The press and public may be excluded from committee meetings if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion shall be by a resolution which shall give reasons for that exclusion.
- 1.10. Committees may create working groups to deliver a specific objective. These groups will work within an agreed brief and budget so there is minimal need to refer decisions back to a parent committee or council. Working groups will be wound-up at the completion of their task.
- 1.11. Committees may create sub-committees. These may consist of councillors and non-councillors with equal voting rights (see 1.8). Advertising the time and place of the sub-committee will be at the discretion of the members but is not required as the public do not have an automatic right to attend. Sub-committees may make such decisions as have been delegated to them, but these decisions will be reported to the responsible committee.
- 1.12. The meeting calendar will be based on a bi-monthly cycle with Council and Committee meetings normally held Mondays as advertised on the calendar of meetings.
- 1.13. Unless otherwise advertised, meetings will be held at the Pavilion meeting room.

## **Planning and Local Development Committee.**

Number of members	Up to ten members. This committee does not have to be politically balanced but requires at least one representative from each ward.
Quorum	Four
Meeting frequency	Monthly as required.

The Planning and local development committee shall be empowered to:

To make representation to the appropriate authority of any planning issues and domestic planning applications published in the District Council's weekly list for development within the Town Council boundary and provide comments to the planning authority.

Consider planning appeals and review enforcement action.

Consider applications for tree works and note Tree Preservation Orders

Make recommendations regarding street naming.

Positively contribute to discussions, evaluations, and consultations in respect of major or contentious new development activity, including the establishment of formal meetings with professional planning staff, to exchange views and consider details proposals whenever necessary.

Wider planning issues may be discussed but major and speculative developments will be considered by Full Council.

Delegated powers to the Clerk in consultation with the Chair or Vice Chair of the committee if there is insufficient time to submit comments to the Planning Authority. Informal representation from other councillors, especially those representing the wards in question will be sought.

### **Open Spaces Committee.**

Number of members	Up to ten members
Quorum	Four
Meeting frequency	Alternate monthly as required.

The Environmental Committee shall be empowered to advise on the long-term management and safety of open spaces owned or managed by the council.

Oversee and manage the Rayleigh Town Council's policy for the maintenance and development of all recreational and open spaces managed by the Council.

Advise the council on an environmental policy that promotes sustainability.

To seek opportunities to acquire new land and improve the facilities of existing sites.

Ensure that the spaces are managed in compliance with all relevant codes and legislation with valid risk assessments where required.

Maintain and improve play equipment.

Retain, maintain, develop, and promote the Rayleigh Town footpaths network.  
Manage the open spaces.

## **Communities Committee**

Number of members	Up to ten members with representatives from each ward.
Quorum	Four
Meeting frequency	Alternate monthly as required.

The Communities Committee has delegated power to deal with all aspects of anti-social behaviour, crime and disorder for the whole of Rayleigh.

To advise the council on the needs and requirements of the community, recommending ways to match council resources to community needs.

To research and advise the council on methods of reducing crime and the fear of crime in the Town.

To research and advise the council on methods of improving the quality of life in the Town.

To manage the provision and maintenance of public floral displays.  
Manage the provision and maintenance of street furniture, bus shelters and public notice boards that are under the Town Council's ownership or control.

Oversee the effectiveness and efficiency of street cleansing operations undertaken by the District Council.

To oversee and manage the Crown Hill public toilets facilities.

Manage the Allotment sites through a sub-committee consisting of four councillors and one representative from each allotment site.

Oversee the relevance, effectiveness and efficiency of the street lighting provided by the Council.

To manage the Market.  
Appoint working groups to deliver.  
Festive Lighting  
Trinity Fair.  
Rayleigh in Bloom.  
Annual awards.  
Dementia Friendly Town  
Other public events.

### **Community Safety Sub-Committee**

Number of members	Six Members
Quorum	Three
Meeting frequency	As required.

To advise, manage and direct on Community Safety matters relating to the town which the Town Council can take action or report to the necessary authority.

To invite members of Rochford District Council, the Police and other organisations to meetings when necessary.

To discuss matters and refer to the relevant committee to action within the Town Council to implement.

To have representation on the Castle Point and Rochford District Community Safety Partnership.

Report to Communities Committee

### **Allotments Sub-Committee of Communities Committee**

Number of members	Five
Quorum	Three
Standing agenda items	None
Meeting frequency	Twice yearly or as required.

Advise the Communities Committee on the requirements for the allotments and to provide formal liaison between the Council and the tenant groups.

### **Rayleigh In Bloom Working Group**

Advised :	Six + members
Invited attendees:	Floral contractors, Rayleigh Schools, Holy Trinity Church, other relevant parties.
Meeting frequency	As required.
Aim:	To enter the annual Anglia in Bloom competition from 2025 and to ensure the standard of the town's entry. Hosting Rayleigh in Bloom floral displays in the town.
Reporting to:	Communities Committee

### **Dementia Friendly Town Working Group**

Advised : Six + members  
Invited attendees: Alzheimer's Society Area Dementia Coordinator, relevant retail, churches, charities, transport, retail and relevant outside parties.

Meeting frequency As required.

Aim: Raising awareness of dementia throughout Rayleigh and via the Dementia Awareness week together with supporting local relevant groups. Supporting needs for a better quality of life for those with dementia in Rayleigh.

Reporting to: Communities Committee

### **Trinity Fair Working Group**

Advised : Six + members

Invited attendees: Representatives from local organisations including: Rochford District Council, Raleigh Chamber of Trade, Royal British Legion, Friends of Holy Trinity Church, local police, relevant events companies, Rayleigh Town Museum, Rayleigh Windmill representatives, other relevant parties.

Meeting frequency As required.

Aim: Trinity Fair arrangements, ensuring with compliance to legal and health and safety requirements.

Reporting to: Communities Committee

## **Policy and Finance Committee.**

Number of members	Up to ten members
Quorum	Four
Meeting frequency	Alternate months.

The Finance Committee has delegated power to:

- advise the Responsible Financial Officer of financial requirements.
- ensure that adequate and comprehensive financial controls are in place and implemented in line with Financial Regulations.
- recommend the annual accounts to the Council.
- advise on the appointment of the Auditors and on matters arising from the audit.
- contribute to and review financial planning as part of the strategic and business planning process.
- consider and recommend annual estimates of income and expenditure to the Council.
- develop and recommend an annual precept to the Council.
- monitor income and expenditure against the estimates referred to above.
- request and receive reports from other Committees on any matter having a financial implication.
- have oversight of the assessment of risk and actions taken to minimise risk.
- Review the Risk Assessments for individual property, open spaces and working practices in relation to the property portfolio.
- ensure that the IT and document management requirements of the business are safeguarded.
- To allocate funding to working groups if required.

## **Grant Sub-Committee**

Number of members	Seven members
Quorum	Three
Meeting frequency	December or as necessary.

Aim: To consider grant applications in accordance with the town Council's policy.

Reporting to: Policy and Finance Committee

## **IT Working Group**

Members: 5 + members

Meeting frequency: As required.

Aim: To advise, manage and direct I.T. projects and make recommendations to Policy and Finance Committee.

Reporting to: Policy and Finance Committee





## **Personnel Committee.**

Number of members	Nine members
Quorum	Three
Standing agenda items	None
Meeting frequency	As required.
Substitutions	Not permitted.

The Personnel Committee has delegated power to;

Oversee and manage Rayleigh Town Council personnel matters.

Review the job descriptions, appraisals, roles & responsibilities, and contracts of Town Council personnel.

Make representation to the Finance Committee on employment-related matters including contracts, salary reviews, roles and responsibilities.

Review personnel policies covering sickness absence, grievance, equalities, discipline, health and safety.

Oversee the training programme for Officers and Members of the council.

To review health and safety at work for all Council employees.

To review all Council policies that relate to staff employment on an annual basis.

To ensure the Council complies with all legislative requirements relating to the employment of staff.

To act as a disciplinary or grievance panel as set out in the Green Book.

To appoint an appeals panel of councillors who are not members of the personnel committee to provide a review mechanism for grievance or disciplinary decisions.