



HORLEY TOWN COUNCIL

TERMS OF REFERENCE FOR FULL COUNCIL AND COMMITTEES 2023_24

1. Purpose

The Town Council has a main Full Council committee which consists of all 18 Town Councillors. Full Council is constituted as a standing committee of Horley Town Council and, as such, shall comply with the Council's adopted Standing Orders. Full Council may delegate some of its statutory functions and responsibilities (assigned to a Town Council in legislation to one or more committees), those being the:

- [Leisure & Amenities Committee](#)
- [Planning & Development Committee](#)
- Staff Committee

2. Frequency of Meetings

Meetings of Full Council shall be held in accordance with Standing Orders and as set out on the Council's Calendar of Meetings as published on the [Town Council website](#) to meet the responsibilities as outlined below.

3. Delegated Responsibilities

Full Council shall exercise the powers and duties of the Council relative to:

- a. Council Policy
- b. Receipt of Declarations of Acceptance of Office
- c. Casual Vacancies
- d. Committee appointments
- e. Committee recommendations
- f. Matters relating to Staff (including salaries)
- g. The location of Town Council Offices
- h. The power of raising loans
- i. The purchase, sale, transfer, construction, alteration, acquisition and maintenance of buildings and other structures.
- j. Purchase, disposal, or sale of land
- k. Leasing, licensing, and letting of land and buildings in the Council's ownership and obtaining planning permission where necessary
- l. Partnership Agreements (Devolved Powers)
- m. Review and variation of Standing Orders, Financial Regulations, and associated policies
- n. Health & Safety Policy

- o. Member Code of Conduct
- p. Town Council Precept
- q. Town Awards
- r. Emergency & Resilience Plan
- s. Corporate Plan
- t. Incurring capital expenditure not specifically included in the Council's approved estimates.
- u. Community Fund Grant Applications (including Horley Edmonds)
- v. Taking Legal Action
- w. Any matter normally dealt with by a Town Council Committee, but where prompt action is required.
- x. Risk Assessment and Management
- y. Financial Planning and Allocation of Resources
- z. Ensure adequate insurance
- aa. Consider and approve the Annual Governance and Accountability Return of the Council, including the Annual Governance Statement

As Section 151 Officer, the Responsible Financial Officer (RFO) shall have overall responsibility for the management of the council's affairs in accordance with legislative requirements, regulations and guidelines and will ensure that the Town Clerk is kept informed on day-to-day matters along with full reporting to Council.

4. Leaders' Group

The Leaders' Group (comprising all Chairmen and Vice-Chairmen) shall authorise expenditure and take decisions of an essential / emergency nature, for later ratification by the appropriate meeting.

5. Committees reporting to Full Council

Staff Committee

The Staff Committee shall comprise the Leaders' Group. Attendance at Staff Committee meetings shall be by appointed members only. The Committee shall make recommendations to Full Council concerning:

- i. Employment of Staff
- ii. Terms and Conditions of Employment
- iii. Review of Staff Salaries
- iv. Disciplinary and Grievance Procedures

5.1 Working Groups reporting to Full Council

- i. Town Plan Action Delivery Working Group
- ii. Communications Working Group
- iii. Resilience Working Group

5.2 Outside Bodies reporting to Full Council

- i. Surrey Association of Local Councils (SALC)
- ii. Horley Community Partnership
- iii. Borough Standards Committee
- iv. Royal British Legion (Horley)

v. HTC and RBBC Liaison Committee

5 Working Groups reporting to the Leisure & Amenities Committee

Horley in Bloom

6.1 Outside Bodies reporting to the Leisure & Amenities Committee

- i. Churchyards Committee
- ii. Horley Carnival Committee
- iii. Gatwick Greenspace Partnership (GGP)
- iv. Horley Conservation Group (HCG)

7 Working Groups to the Planning & Development Committee

Planning Applications Working Group

7.1 Outside Bodies reporting to the Planning & Development Committee

- i. Horley Town Management Group (HTMG)
- ii. Gatwick Airport Consultative Committee (GATCOM)

Adopted: 16.05.2023

Review Date: May 2024