



## TERMS OF REFERENCE FOR FULL COUNCIL AND COMMITTEES 2020

### 1. Full Council

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

- i. Council Policy.
- ii. Receipt of Declarations of Acceptance of Office
- iii. Casual Vacancies
- iv. Committee appointments.
- v. Committee recommendations.
- vi. Matters relating to Staff (including salaries).
- vii. The location of Town Council Offices.
- viii. The power of raising loans.
- ix. The purchase, sale, transfer, construction, alteration, acquisition and maintenance of buildings and other structures.
- x. Purchase, disposal or sale of land.
- xi. Leasing, licensing and letting of land and buildings in the Council's ownership and obtaining planning permission where necessary.
- xii. Partnership Agreements (Devolved Powers)
- xiii. Review and variation of Standing Orders, Financial Regulations and associated policies.
- xiv. Health & Safety Policy
- xv. Member Code of Conduct
- xvi. Town Council Precept.
- xvii. Town Awards
- xviii. Emergency Plan
- xix. Corporate Plan
- xx. Incurring capital expenditure not specifically included in the Council's approved estimates.
- xxi. Grant Applications (including Horley Edmonds Community Fund)
- xxii. Taking Legal Action
- xxiii. Any matter normally dealt with by a Town Council Committee, but where prompt action is required.
- xxiv. Risk Assessment and Management

### 2. Leisure & Amenities Committee

a. The Leisure & Amenities Committee shall **make recommendations** to Full Council relative to:

- i The appointment of the Grounds Maintenance Contractor.
- ii New Leisure Facilities in Horley

b. The Leisure & Amenities Committee shall **exercise the powers and duties** of the Council relative to:

- i The operation of the grounds maintenance contract
- ii. The maintenance and improvement of the Town Council's recreation areas
- iii. The maintenance and improvement of the Town Council's play areas.
- iv. Flower baskets, planters and flower beds.
- v. Horley / South & South East in Bloom
- vi. Allotment sites (including charges for rental of plots)
- vii. Football matters (including charges for pitch hire)
- viii. Security in recreation grounds.
- ix. Provision of Christmas tree.
- x. Applications for the use of the Council's Leisure and Amenities facilities.
- xi. Charges for use of the Council's Leisure and Amenities facilities.
- xii. Making appointments to and receiving reports in respect of its Outside Bodies.
- xiii. Youth Matters

### **3. Planning & Development Committee**

a. The Planning & Development Committee shall **make recommendations** to Full Council relative to:

- i Major redevelopment/expansion affecting the parish.
- ii Devolved Powers

b. The Planning & Development Committee shall **exercise the powers and duties** of the Council relative to:

- i Planning applications and decisions notified by Reigate & Banstead Borough Council.
- ii Matters relating to Gatwick Airport.
- iii Matters relating to Structure and Local Plans, Transport Plans etc.
- iv Town Centre Revitalisation.
- v Railway Matters.
- vi Highways Matters.
- vii Recycling and Environment Issues.
- viii Making appointments to, and receiving reports in respect of its Outside Bodies.

### **4. Finance & General Purposes Committee**

a. The Finance & General Purposes Committee shall **make recommendations** to Full Council relative to:

- i The location of Town Council Offices.
- ii The purchase, sale, transfer, construction, alteration, acquisition and maintenance of buildings and other structures.
- iii Purchase, disposal or sale of land.
- iv Leasing, licensing and letting of land and buildings in the Council's ownership and obtaining planning permission where necessary.
- v Review and variation of Standing Orders, Financial Regulations and associated policies
- vi Town Council Precept.
- vii Grant Applications

- viii Town and Ward boundary issues.
- ix Changes in legislation or Government directives.
- x Freedom of Information – Model Publication Scheme

**b.** The Finance & General Purposes Committee shall **exercise the powers and duties** of the Council relative to:

- i. The Town Council Schedule of Meetings.
- ii. Organisation of Town Meeting.
- iii. Civic matters and social functions.
- iv. National Association of Local Councils (NALC)
- v. Surrey Association of Local Councils (Surrey ALC, formerly SCAPTC)
- vi. Newsletter, Annual Report and Town Guide
- vii. The maintenance or replacement as necessary, of Town Council equipment and furnishings in the Albert Rooms.
- viii. Applications for the use of the Albert Rooms by others.
- ix. Charges for the use of Council owned buildings by others.
- x. Placing and variation of insurance policies.
- xi. Ensuring that the Financial Regulations of the Council are strictly adhered to.
- xii. Consideration of all audit reports. (Including Councillors' Audit)
- xiii. Approval of Monthly Financial Reports (to include all payments and receipts for the month in question)
- xiv. Banking arrangements.
- xv. Investments.
- xvi. Accounting functions.
- xvii. Fund-raising.
- xviii. Budget control in accordance with the approved estimates.
- xix. Preparation of annual budget in liaison with other committees.
- xx. Making appointments to, and receiving reports in respect of, its Outside Bodies.

## **5. 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.

## **6. Staff Sub-Committee**

The Staff Sub-Committee shall comprise the Council Chairman, the Council Vice-Chairman and all Committee Chairmen. Attendance at Staff Sub-Committee meetings shall be by appointed members only. It shall make recommendations to Full Council concerning:

- i. Employment of Staff
- ii. Terms and conditions of employment.
- iii. Review of staff salaries.
- iv. Disciplinary proceedings (recommendations to Full Council)

The Staff Sub-Committee shall use delegated powers to adjudicate, on behalf of the Council, any matter which is the subject of a Complaints Hearing. (Refer Complaints Procedure.)

## **7. Other Sub-Committees reporting to Full Council:**

- i Horley Town Council and Reigate & Banstead Borough Council Liaison Committee
- ii Police Liaison Advisory Committee
- iii Strategy Sub-Committee

## **8. Sub-Committees reporting to the Finance & General Purposes Committee:**

- i Communications Sub-Committee
- ii Internal Audit Review Sub-Committee
- iii Standing Orders Sub-Committee

## **9. Sub-Committees and Advisory Committees reporting to the Leisure & Amenities Committee:**

- i Grounds Maintenance Sub-Committee
- ii Horley in Bloom Advisory Committee
- iii Horley Open Spaces Advisory Committee

## **10. Sub-Committees reporting to the Planning & Development Committee**

- i Local Design Advisory Committee
- ii Planning Applications Sub-Committee

## **11. Outside Bodies Reporting via Planning & Development Committee**

- i Horley Regeneration Forum
- ii Horley Town Management Group (HTMG)
- iii Gatwick Airport Consultative Committee (GATCOM)
- iv Gatwick Diamond Business

## **12. Outside Bodies Reporting via Finance & General Purposes Committee**

- i Surrey Association of Local Councils (Surrey ALC, formerly SCAPTC)
- ii Borough Standards Committee

## **13. Outside Bodies Reporting via Leisure & Amenities Committee**

- i Churchyards Committee
- ii Carnival Advisory Committee
- iii Gatwick Greenspace Partnership
- iv Horley Conservation Group