

## **STRUCTURE OF DOWNHAM MARKET TOWN COUNCIL**

### **COMMITTEES**

1. **FULL COUNCIL** will be supported by five Standing Committees, Chairmen to be elected annually but chaired for, normally, no more than three years in succession by any Councillor. Terms of reference for Committees are contained within this Annex. Council meetings should be monthly as shown in Standing Orders 11 and 12. A diary of meetings for the Council year shall be prepared by the Clerk in consultation with the Mayor and Chairmen of Standing Committees.

- a. For Mayoral and Deputy Mayoral elections, candidates will submit, in writing, to the Clerk, their intentions to stand, together with the names of proposer and seconder, two weeks before the election date (Annual Town Council meeting). The candidates' submissions shall include a brief synopsis of their experiences and their aims for the Council if elected. These submissions will be distributed to all Councillors seven days before the election date.

In the event that there is more than one candidate for the post of Town Mayor the unsuccessful candidate(s) may, if they wish, and with the agreement of their proposer and seconder, have their nominations submitted for the post of Deputy Mayor alongside those nominations already in received for that position.

2. **COMMITTEES**

- a. **Community Development Standing Committee**

Meeting monthly – there may be occasions when, in the interest of planning and preparing projects, events or similar it may be necessary to arrange extra meetings for the committee and any members of the community involved in the said project or event. It is permissible and in some cases desirable, for the venue of the meetings to be other than the Town Council Offices. The public participation section of the meetings can take the form of a presentation, discussion, workshop or similar. The focus and time allowed for this section of the agenda is at the discretion of the Chair.

- b. **Planning and Environmental Standing Committee**

Meeting monthly, with “Mini Planning” meetings, in between.

- c. **Property Standing Committee**

Meeting monthly.

- d. **Finance Standing Committee**

Meeting monthly.

- e. **Town Hall Standing Committee**

Meeting monthly.

- f. **Human Resources Committee**

(See Annex E 5f). Meetings prior to Full Council, in accordance with annual cycle.

3. **SUB-COMMITTEES**

The Committees may be supported by established Sub Committees, reporting as follows:

- a. **Finance**

**b. Community Development**

**Events:** Lead by Events Sub-Committee. May involve many partners.

**c. Property**

**Markets:** To meet no less than quarterly, in April, June and October and January.  
To meet formally with traders no less than once a year, at the January meeting.

**d. Planning**

- i. **Local Development Framework/Spatial Strategy:** To hold no less than 2 formal consultations with Councillors and/or public each year.
- ii. **Environmental:** To meet no fewer than six times a year. Includes “Anglia in Bloom” and planting and monitoring, liaising with and coordinating the tidying and appearance of Borough Council properties including The Willows Nature Reserve and The Howdale etc.

**4. COMMITTEE MEMBERSHIP**

- a. At the Annual Town Council Meeting, following the appointment of the Standing Committees, each Standing Committee will be called upon to elect a Chairman.
- b. Vice Chairmen will be elected at the next meeting of each Committee.
- c. Chairmen of Committees will meet monthly with the Mayor and Deputy Mayor.
- d. Nomination of Working Party Chairmen to be made when the Working Party is formed.
- e. Election of Sub Committee Chairmen is to be carried out at the first meeting of the Sub Committee. (Membership of HR excepted – see notes later).
- f. As and when further Working Parties/Sub Committees are established at the time of appointing members, a Chairman shall be appointed, a clear remit detailed and time scale agreed.
- g. Committees of eight Councillors will require each Councillor to be a member of two Standing Committees.
- h. The Mayor and Deputy Mayor will each be full working members of two Standing Committees.
- i. A Human Resources Committee will be elected at the first business meeting of Full Council and will consist of five members.

*N.B. Civic activities will be organised by the Mayor, Deputy Mayor and an Officer, designated by the Town Clerk. Civic Activities include, for example, Civic Service, Mayoral diary, St Winnold’s celebration, Mayor’s at Home. Mayor’s announcements will be the reporting vehicle to Full Council, which will take the form of a brief written report of engagements carried out and aspects of these which Council may wish to follow up.*

## 5. **STANDING COMMITTEE ROLES AND RESPONSIBILITIES**

### a. **COMMUNITY DEVELOPMENT**

- i. The Community Development Committee shall pro-actively investigate and promote opportunities for the benefit and development of the whole community.
- ii. Particular focus should be given to supporting organisations and groups from within the community seeking to develop new projects and ideas.
- iii. Representatives from the organisations and groups in 5.a.ii. should attend Community Development Committee meetings and Community Development Committee Members may be represented at meetings of the organisations and groups.
- iv. When particular projects and ideas are being considered the Community Development Committee may co-opt members of the community or outside bodies with relevant knowledge or expertise on to the Committee for the duration of any particular project.
- v. When a particular project has completed the development stage and has been successfully launched, the initiating organisation or group committee should assume the management of the project, thereby allowing the Community Development Committee to focus on the development of future projects and ideas.

#### **Events Sub Committee**

This sub Committee will be the natural home of events for the benefit of the local community etc. These will be primarily social, community and promotional rather than Civic events.

### b. **FINANCE**

This Committee is responsible for:

- i. Receiving and monitoring actuals against budgets.
- ii. Drawing together any Business Plans.
- iii. Identifying Funding Streams and overseeing applications.
- iv. Community Infrastructure Levy or any subsequent similar legislation.
- v. Reporting to each Full Council meeting in coherent format.
- vi. Legal and financial aspects of estate management including the Mind Building, Paradise Road Garage, Council Offices and other property.
- vii. Compliance with statutory requirements related to accountancy and audit responsibility including a review of the internal and external auditor's findings.
- viii. All other legal matters.
- ix. Overseeing Risk Assessment – Personnel, Health and Safety, Council assets and Financial.
- x. Insurance.
- xi. Maintaining and updating of asset register.
- xii. Overseeing the financial aspects of all Standing Committees, financial reporting and strategic planning.

**c. PLANNING & ENVIRONMENTAL**

**i. Planning**

- 1) Each application may receive a site visit by one or more members with a camera where appropriate.
- 2) Members to receive formal instruction and support as required.
- 3) Two-way representation with ‘Downham by Design’ and other outside bodies. Their attendance at meetings should be encouraged.
- 4) Regular formal meetings with Borough and County Councillors and Borough Planning Officers.
- 5) Dialogue with residents to be encouraged.
- 6) A Neighbourhood Plan is being developed.
- 7) Early conversations with developers are desirable.
- 8) Special reference to Community Infrastructure Levy matters or any subsequent legislation.
- 9) When a planning application is considered to be “Major” (../FM) the Chair of Planning and Environmental should request that the Full Council should consider this application at the next Full Council Meeting or, if time for response is short, at an Extraordinary Council Meeting.

**ii. Local Development Framework**

A Sub Committee to work on and seek to influence the Local Development Framework.

**iii. Environmental**

Responsible where applicable for:

- 1) Planting.
- 2) Baskets.
- 3) Anglia in Bloom.
- 4) Trees.
- 5) Appearance of verges, roundabouts, green spaces.
- 6) Waste/litter/recycling.
- 7) Footpaths and cycleways.
- 8) An acquisition programme for seats, bins, planters, notice boards, paths, beds etc.

**d. PROPERTY**

To oversee, manage and report on:

- i. Car parks (including provision of Markets support).
- ii. Town Square.

- iii. Structural and maintenance issues for Mind buildings, Paradise Garage and Old Fire Station Building.
- iv. The maintenance of town assets including the Town Council Offices, Clock, and the War Memorial.
- v. Street lights.

*(N.B: Much of the implementation of the general maintenance will be delegated to staff)*

#### **Markets Sub-Committee**

Overseeing Town Markets, Craft and Collectables Markets and other markets.

#### **e. TOWN HALL**

This Committee is responsible for:

- i. Day to day operation of the Town Hall.
- ii. Recommending appropriate management structures.
- iii. All aspects of financial management of the Town Hall within the current budget.
- iv. Leading on future planning.
- v. Making best projections for staffing requirements annually, in advance, in line with the Town Hall business plan, to HR Committee.
- vi. Managing usage of the Town Hall.
- vii. Maintaining this Grade II listed building.

#### **f. HUMAN RESOURCES COMMITTEE**

- i. Five members, elected at the first business meeting of Full Council, and thereafter replacements will be elected by Full Council if the need arises. All successful candidates will have an absolute majority of votes from those present and eligible to vote.
- ii. The Mayor and Deputy Mayor may not be members of the HR Sub-Committee; neither may they attend the meetings, except by invitation.
- iii. It is desirable, but not essential, that members have relevant recent personnel management experience. A willingness to receive training is essential.
- iv. A clear understanding of principles and importance of HR is essential.
- v. Commitment to use best professional advice is essential.
- vi. Commitment to adopt Best Industry Practice is essential.

#### **Remit:**

- 1) To ensure HR policies - for example discrimination, child protection, are checked, updated annually and legally compliant.
- 2) To implement effective, positive appraisal systems and keep appropriate records.

- 3) All those carrying out appraisals for the Council are to have completed appropriate training.
- 4) Job descriptions and contracts to be checked annually.
- 5) Career development programmes to be in place and monitored.
- 6) Staff and Councillor Training Policies to be in place and are to be implemented.

**Annual Diary:**

1)

| Month     | Task                                  | Actioned by:  |
|-----------|---------------------------------------|---|
| Quarter 2 | Check all policies and procedures     | HR/Clerk/Professional Advisor                                   |
| Quarter 2 | Appraisal follow ups                  | Appraisers, Appraisees  |
| Quarter 3 | Training Plans, Councillors and staff | HR/Clerk  |
| Quarter 3 | Decisions re salaries                 | HR/Clerk/Mayor/Chairman<br>Finance/Chairmen "Stand alone areas" |
| Quarter 4 | Conduct appraisals                    | Appraisers and Appraisees                                       |

**6. The General Power Competence**

- a. The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils (district, county and unitary councils etc). It also applies to eligible parish and town councils. It replaces the wellbeing powers in England that were provided under the Local Government Act 2000. (An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).
- b. As of July 2016 Downham Market Town Council is not eligible to adopt the General Power of Competence.

7. **OTHER**

- a. Key staff will service and attend an annual cycle of meetings.
- b. Downham Market Town Council supplies administrative support for the Joint Remembrance Committee.
- c. The maintenance of the Jubilee Community Centre is the responsibility of the Jubilee Community Centre Management Committee.