

HUNTINGDON TOWN COUNCIL

TERMS OF REFERENCE OF COMMITTEES

Latest Version approved & adopted by the Town Council on 12th May 2011

PLANNING COMMITTEE (All members of the Council)

Traffic and transportation matters.

Local, District, County and Regional development plans & policy

Street lighting.

Sub-Committees/Working Parties

Planning Applications Panel (11 Members). Meeting fortnightly, to consider local planning applications and determine recommendations for the Huntingdonshire District Council or for the Cambridgeshire County Council, which are the local planning authorities. To consider the decisions of the local planning authorities in respect of local planning applications. To consider local street naming proposals, planning appeals, planning appeal decisions and planning enforcement cases.

Planning Working Party (5 members). Delegated to consider planning policy & strategic development proposal documentation, minor highways safety improvements etc for recommendation to the main Committee.

LEISURE AND COMMUNITY SERVICES COMMITTEE (All members of the Council, one co-opted Member of Huntingdon in Bloom and two co-opted Members from the Huntingdon Youth Town Council)

Arts, leisure, events & tourism matters.

Parks and Childrens' Play Areas

Amenity areas and playing fields.

Allotments.

Cemeteries and Closed Churchyards

Outdoor Performances.

Appropriate environmental issues.

Youth Town Council.

Community aspects of the Medway Centre and other Council owned properties

Crime, Disorder & Community Safety issues

Community Liaison

Publication of Newsletter, Official Town Guide & Website Development

Sub-Committees/ Working Parties

Newsletter Sub Committee (7 members plus one co-opted Member of the Huntingdon Youth Town Council). To oversee all matters relating to the compilation and publication of the quarterly newsletter, the official town guide and the Council's website.

Leisure Development Working Party (7 members plus one co-opted from the Huntingdon & Godmanchester Civic Society). To develop and organise schemes and projects as agreed by the main committee.

Community Halls (Community) Working Party (5 members). To be responsible for community aspects of the Council's community facilities.

FINANCE COMMITTEE (All members of the Council)

Arrangements to secure the proper administration of the Council's financial affairs under all relevant legislation.

Annual estimates of expenditure and income and control & monitoring of the Council's approved budget throughout the year.

Recommendation of precept to Council.

Management and maintenance of the Council's properties and their lease or hire.

Insurance of all the Council's property and liabilities.

Tendering and purchasing arrangements.

Approval of payments on the Council's behalf either made already or in advance of payment.

Appointment of an independent Internal Auditor.

Maintenance of adequate systems of internal control and internal audit throughout the year.

Approval of annual financial reports, together with evidence of adequate systems of internal control and internal audit throughout the year, for presentation for External Audit.

Develop and monitor the Council's Risk Management Strategy

Develop the Council's Strategic Objectives and monitor the Council's performance against these.

Develop the Council's Financial Plan.

Town twinning matters.

All matters relating to Council's employees (including terms and conditions of service/pensions etc.).

Award of grants to local organisations according to sections 137, 142, 144 & 145 of the Local Government Act.

Any other matter not specifically within the remit of any other Committee of the Council.

Sub-Committees/Working Parties

Annual Performance Plan Sub Committee (8 members). All matters relating to the Council's obligations as a Best Value Council.

Grants Sub-Committee (6 members). To deal specifically with the allocation of grants within an approved budget and within an agreed grants policy and to recommend to the Council any changes to grant making procedures.

Lettings Sub Committee (6 members). To deal with the levels of charges for all Council facilities and to recommend any changes to the Council's lettings policies.

Town Hall Project Management Board (8 members). Plus 6 co-opted representatives of the local Civic Society, Local History Society, Cromwell Museum, Huntingdonshire District Council (Conservation Team), Huntingdon Town Partnership & Churches in Huntingdon. To oversee a project to develop and improve condition and use of the Town Hall, Market Hall Huntingdon, involving building repairs and enhancements and occupation by the Town Council's Administrative Support, funded initially by a £600,000 consideration received by the Council on assignment of the lease for the ground and first floors from HM Magistrates Services.

Staffing Sub-Committee (10 members). All matters relating to the Council's establishment, grading, remuneration and methods of payment of all employees. Ensuring the Council's compliance with all statutory requirements in relation to employment, acting as the Council's safety committee. Delegated Powers to the Town Clerk and one member to appoint all staff (except to the post of Town Clerk) on or above salary SCP30. Delegated to the Town Clerk to appoint all staff up to salary scale SCP30.

Twinning Sub-Committee (8 members plus two co-opted members from the Huntingdon & Godmanchester Twinning Association). All matters relating to the involvement of the Town Council in twinning affairs with existing twin towns, any matters relating to future twinning possibilities and liaison with the Huntingdon and Godmanchester Twinning Association in pursuing these aims.

Community Halls (Finance) Working Party (5 members). To be responsible for financial & property aspects of the Council's community facilities.