

Barnoldswick Town Council

COMMITTEE TERMS OF REFERENCE

Allotments Committee

The Allotments Committee exercises the following general and specific responsibilities and functions:-

- **General**

- Exercises responsibility for overseeing the management and administration of seven Council owned sites used as garden allotments.
- Reports regularly to the full Council on its activities and decisions and makes recommendations for future work programmes/priorities and any alterations to existing policy and/or committee or administrative responsibilities and working methods.

- **Specific**

- Responsible for the administration and day to day management of allotment lands including Tenancy Agreements, collection of rents and maintenance and repairs
- Recommends to Council major policy initiatives pertaining to the allotments including changes to existing policy
- Does not have authority to:-
 - Sell off allotment lands
 - Authorise allotment related expenditures which are not specified in the Budget
 - Spend outside the limits of money available to it as a result of the sale of allotment lands and collection of annual rents

Human Resources Committee

The Human Resources Committee exercises the following general and specific responsibilities and functions:-

- **General**

- Reports regularly to the full Council on its activities and decisions and makes recommendations for future work programmes/priorities and any alterations to existing policies and/or committee or administrative responsibilities and working methods.

- **Specific**

- Personnel (staff, members and contracted services)
 - Oversees all personnel matters including the recruitment, selection and dismissal of employees, job evaluation scheme and employee training.
 - Oversees the operation of the Employee Code of Conduct and grievance procedure
 - Approves the adoption and amending of all staff expenses/allowances.
 - Monitors and reviews the quality and content of all contractual services.
 - Responsible for the management and activities of the Town Crier
 - Assists elected and co-opted members to observe the Member's Code of Conduct
- Advises the Council on the adoption or revision of the local Member's Code of Conduct
- Monitors the operation of the Member's Code of Conduct
- Advises, or arranges for the training of councillors and co-opted members on important matters including the Member's Code of Conduct.

Planning Committee

The Planning Committee exercises the following general and specific responsibilities and functions:-

- **General**

- Comments on all matters relating to development control and designated conservation areas (for referral to Lancashire County Council, Pendle Borough Council/West Craven Area Committee)
- Responsible for commenting on planning applications within the boundaries of Barnoldswick Town Council including advertisements and listed building consents, etc. and applications under the Building Regulations.
- Works under a scheme of delegation to the Town Clerk, in consultation with the Chairman of the Planning Committee and other members of the Committee, to determine certain types of planning applications under relevant legislation.
- Reports regularly to the Full Council on its activities and decisions and makes recommendations for future work programmes/priorities and any alterations to existing policies and/or committee or administrative responsibilities and working methods.

- **Specific**

- Makes observations on enforcement and other action, including legal proceedings, under the Town and Country Planning Act, 1990.
- Comments on action, including the institution of legal proceedings, for non-compliance with the Building Regulations
- Comments on action to secure compliance with notices served in respect of dangerous buildings.
- Comments on all matters relating to tree preservation and protection of hedgerows, including the making of orders and the institution of legal proceedings

General Purposes Committee

The General Purposes Committee exercises the following general and specific responsibilities and functions:-

- **General**

1. Responsible for organising all events, competitions, promotions & activities excluding Beating the Bounds & Town Crier.
2. Responsible for organising all maintenance and environmental works except allotments.
3. Responsible for all property owned by the Council
4. Responsible for Communications
5. Responsible for all equipment owned by the Council including the replacement of / providing new equipment.
6. Responsible for Christmas Decorations
7. Reports regularly to the Full Council on its activities and decisions and makes recommendations for future work programmes/priorities and any alterations to existing policies and/or committee or administrative responsibilities and working methods.
8. To make recommendations to the Council on any matter concerning its powers and duties

- **Specific**

1. Responsible for all expenditure & monitoring under the budget headings Administration, Supplies & Services, Premises and Open Spaces and Special Items except those relating to the Town Crier, Beating the Bounds and Allotments.
2. Responsible for organising Newsletters, Town Awards, Annual Report, Directory of Local Groups, Council's website.
3. To make recommendations to the Council on budgets and general financial matters