



## **STONEHOUSE** **TOWN COUNCIL**

**Terms of Reference: Town Council and Town Committees**  
**(Reviewed within Council Strategy, adopted 15 Jul 2019 (Minute TC2234)**  
**Next Review: July 2020)**

### **Terms of Reference - Town Council (TC)**

- Adopts a Code of Conduct
- Appoints Committees
- Adopts Policies & Procedures & Terms of Reference & Standing Orders
- Co-opts Councillors
- Appoints an Independent Internal Auditor
- Appoints a Responsible Financial Officer
- Authorises Expenditure from Reserves
- Agrees an Annual Budget & Precept
- Debates Matters of Public Interest
- Confirms Eligibility of General Power of Competence
- Approves the stages of the Neighbourhood Plan
- Approves the Year End Accounts, makes Statement of Assurances
- Makes resolutions to govern the work of the Council
  - Acts as Data Controller
  - Authorises special payments & contracts as required under Financial Regulations
  - Considers any legal matters including legal disputes, acquisitions and disposals of Fixed Assets
  - Authorises Expenditure of S106
  - To ensure that the council is adequately insured
  - To approve subscriptions

### **Terms of Reference - Council Business Committee (Chair of Council plus 6 councillors)**

- To set a budget for the sound administration of the council's business and town hall
- To monitor the annual draft budgets for each committee ensuring value for money and recommend the level of precept
- To approve the annual accounts prior to submission for internal audit and presentation at annual town meeting
- To review expenditure against budget
- To consider internal and external auditors' reports and make recommendations to council
- To consider the objectives and priorities of the TC and make recommendations as necessary to the council
- Promotion of the TC, through Mayoral activities, Annual Town meeting, website, newsletter, Social media and community engagement

- To draw up and review TC policies and standing orders
- To review TC investments
- To set fees and charges for hire of council premises
- To consider applications for TC grants.
- To carry out annual risk assessments on all council activities
- To be responsible for the upkeep and improvement of council premises/playing fields making periodic inspection to assess safety and functionality
- To manage the lease or hire of the sports stadium, pitches, and public land making an annual review of charges
- To appoint working groups and consider their reports and agree any actions
- To review the levels of use of the Youth Centre, ensuring value for money
- To create management policies with regards to youth matters
- To be responsible for those staffing matters not in the responsibility of the line manager i.e. grievance appeals, salary adjustments, staffing structure, dismissals, appointments
- To ensure adequate staff training and development
- To review staffing levels to minimise risk to council's operation

#### **Terms of Reference - Town Environment Committee (Vice Chair plus 6 councillors)**

- To draft a budget for acceptance by the Town Council
- To review expenditure against budget and make timely requests for additional funding from reserves
- To review street furniture, maintenance and replacement
- To organise seasonal displays to enhance amenity land
- To appoint working groups and consider their reports and agree any actions
- To receive and record planning results from Stroud District Council
- To consider and respond to planning, appeals, scoping reports and pre-application consultations
- To consider environmental issues relating to Stonehouse and seek funding for ad hoc projects
- To consider traffic and transport issues
- Respond to other local authority consultations about strategic plans
- To consider regeneration issues relating to Stonehouse, including Neighbourhood and Local Plans.
- To work towards the creation of a cultural identity for Stonehouse with provision of annual events
- To manage the maintenance and use of the Town Greens