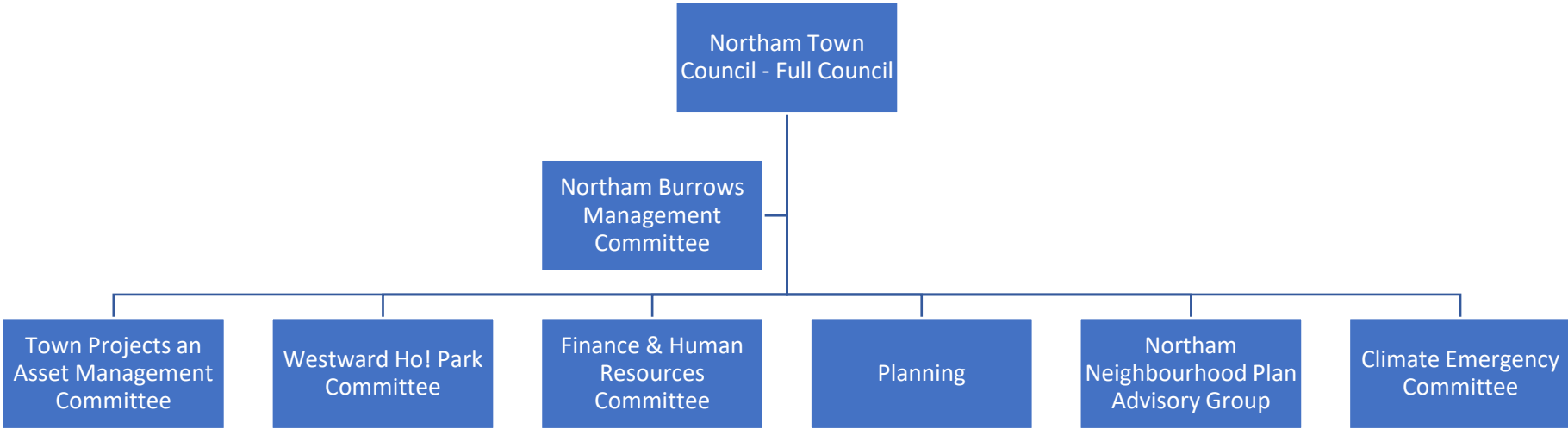


Northam Town Council Committee Structure



**NORTHAM TOWN COUNCIL
FINANCE AND HUMAN RESOURCES COMMITTEE
COMMITTEE STRUCTURE AND TERMS OF REFERENCE**



To exercise on behalf of the Council powers and duties within existing policies and practices of general concerns to Northam excluding those matters specifically dealt with by another Committee.

COMPOSITION

The Committee will comprise seven members, in addition ex-officio member with full voting rights, the Mayor, Chair of Burrows and Town Projects (other Members as required).

MEMBERSHIP

The Membership of the Committee will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

MEETINGS

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

MINUTES

Minutes will be presented to the next available ordinary meeting of the Town Council, for noting and adopting

QUORUM

The quorum of the committee will be four members

GENERAL

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.

POWERS / ROLE

- To prepare and recommend to Council annually, no later than its December meeting, a budget for the following financial year
- To consider and approve orders and expenditure which are within the Council's existing budget
- To consider and recommend to Full Council approval/refusal all applications for grants, loans or other financial assistance received by the Council.
- To approve and oversee any contracts or agency agreements entered into by the Council
- To monitor the financial affairs of the Council and spending against the agreed budget.

- To consider and report to Council matters of a financial nature which may result in write-off of public monies.
- To monitor spending and use of resources to ensure the Council obtains best value and complies with council policies.
- To review and ensure Financial Regulations are kept up to date.
- To ensure compliance with Financial Regulations.
- To ensure clear communication with other Council Committees where matters under consideration have an impact across more than one Committee.
- The Committee shall be responsible for matters affecting Council employees as per Standing Orders.
- The Committee shall deal with breaches of the code of conduct as per Standing Orders.
- The Committee shall deal with matters under the Freedom of Information Act 2000 as per Standing Orders.
- To consider all matters relating to the running of the Council with regard to staff pay.

BUDGETARY RESOURCES

Delegated powers to spend within budget.

**NORTHAM TOWN COUNCIL
NORTHAM NEIGHBOURHOOD PLAN ADVISORY GROUP
STRUCTURE AND TERMS OF REFERENCE**



The objective of the Advisory Group is to produce a sound Neighbourhood Plan for the Parish of Northam that defines the spatial planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

COMPOSITION

The Group will comprise six members (two from each ward), in addition ex-officio member with full voting rights, the Mayor and three members of the public, one from each ward.

MEMBERSHIP

The membership of the Group will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

MEETINGS

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

MINUTES

Minutes will be presented to the next available ordinary meeting of the Town Council, for noting and adopting.

QUORUM

The quorum of the Group will be 4 elected members

GENERAL

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes record the decision as **RECOMMENDED** and it will then be brought to attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to discussion.

POWERS / ROLE

- The objective of the Group is to produce a sound Neighbourhood Plan for the Northam Town Council area that defines the planning policy priorities identified by the community taking into account all representations made

during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

- Determine the overall scope and objectives of the plan;
- Agree a project timescale and endeavour to secure compliance;
- Build and maintain links with the Local Planning Authority (LPA);
- Keep under review the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements;
- Agree a project communication, consultation and engagement strategy;
- Approve all background and evidence based reports prior to publication;
- Agree all consultation documents prior to publication;
- Make recommendations to the LPA on resourcing the plan,
- Agree, subject to ratification by the Town Council, a final submission version of the Northam Neighbourhood Plan to Torridge District Council ;
- Actively support and promote the preparation of the Northam Neighbourhood Plan throughout the duration of the project.
- Establish when necessary, working groups to focus on specific areas of the plan.
- Co-Opt contributors with specific skills when required.

BUDGETARY RESOURCES

The Committee will seek from the Council an annual budget allocation, with delegated responsibility for its expenditure in the implementation of its role.

**NORTHAM TOWN COUNCIL
PLANNING COMMITTEE
COMMITTEE STRUCTURE AND TERMS OF REFERENCE**



To exercise on behalf of the Council powers and duties within existing policies and practices of general concerns to Northam excluding those matters specifically dealt with by another Committee.

COMPOSITION

The Committee will comprise NINE elected members, in addition ex-officio members with full voting rights, the Mayor (other members as required).

MEMBERSHIP

The Membership of the Committee will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

MEETINGS

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

MINUTES

Minutes will be presented to the next available ordinary meeting of the Town Council, for noting and adopting

QUORUM

The quorum of the committee will be 4 members

GENERAL

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.

POWERS / ROLE

- To consider all planning applications received from County and District Councils for observation and decide the Council's response in each case.
- To respond to consultations on Planning Policy Documents such as the Local Development Framework.
- To consider any matters of general relevance to town planning and development control affecting Northam including comments and contribution to the development plans of other councils
- To consider any matters concerning the physical environment of Northam, including land usage, enhancement schemes, tree protection and development schemes
- To obtain training for members at the earliest opportunity following their appointment

BUDGETARY RESOURCES

If spending is required it should be referred to Full Council

**NORTHAM TOWN COUNCIL
REVIEW COMMITTEE
COMMITTEE STRUCTURE AND TERMS OF REFERENCE**



To exercise on behalf of the Council powers and duties within existing policies and practices of general concerns to Northam excluding those matters specifically dealt with by another Committee.

COMPOSITION

The Committee will comprise seven members, in addition ex-officio member with full voting rights, the Mayor.

MEMBERSHIP

The Membership of the Committee will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

MEETINGS

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

MINUTES

Minutes will be presented to the next available ordinary meeting of the Town Council, for noting and adopting.

QUORUM

The quorum of the committee will be 4 members

GENERAL

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes record the decision as **RECOMMENDED** and it will then be brought to attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to discussion.

POWERS / ROLE

- The Committee will be responsible for the review and updating of all of the Council's policies procedures and Standing Orders and will provide recommendations to Full Council for adoption and approval of new or amended documentation.
- The Committee will be responsible for the creation of any new policy or procedure required to ensure compliance with new legislation, regulation or good practice guidance.

- The Committee will report to Full Council and will present quarterly progress reports on the delivery of the Council's objectives.

BUDGETARY RESOURCES

The Committee will seek from the Council an annual budget allocation, with delegated responsibility for its expenditure in the implementation of its role.

**NORTHAM TOWN COUNCIL
TOWN PROJECTS AND ASSET MANAGEMENT COMMITTEE
COMMITTEE STRUCTURE AND TERMS OF REFERENCE**



To exercise on behalf of the Council powers and duties within existing policies and practices of general concerns to Northam excluding those matters specifically dealt with by another Committee.

COMPOSITION

The Committee will comprise seven members, in addition ex-officio member with full voting rights, the Mayor.

MEMBERSHIP

The Membership of the Committee will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

MEETINGS

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

MINUTES

Minutes will be presented to the next available ordinary meeting of the Town Council, for noting and adopting

QUORUM

The quorum of the committee will be four members.

GENERAL

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record

RESOLVED. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to discussion.

POWERS / ROLE

- The Committee shall be responsible for the repair and maintenance of all Council property.
- The Committee can propose future projects and seek Full Council approval for them.
- The Committee shall undertake specific approved projects.
- The Committee shall prepare an annual budget for the repair and maintenance of Council property for submission to the Finance Committee.

- The Committee will consult with others in relation to their functions as they impinge on the Northam Town Council area e.g. Torridge District Council, Devon County Council, Devon and Cornwall Police, South West Water, Environment Agency etc.

BUDGETARY RESOURCES

The Committee shall have delegated authority to incur expenditure within approved budgets.

**NORTHAM TOWN COUNCIL
CLIMATE EMERGENCY COMMITTEE
COMMITTEE STRUCTURE AND TERMS OF REFERENCE**



To exercise on behalf of the Council powers and duties within existing policies and practices of general concerns to Northam excluding those matters specifically dealt with by another Committee.

COMPOSITION

The Committee will comprise four Northam Town Councillors, in addition four residents of the Town Council area, plus the Mayor (ex-officio with full voting rights).

MEMBERSHIP

The Membership of the Committee will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

MEETINGS

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

MINUTES

Minutes will be presented to the next available ordinary meeting of the Town Council for noting and adopting

QUORUM

The quorum of the committee will be three members

GENERAL

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.

POWERS / ROLE

- Produce an action plan (which includes estimated costs) to achieve net carbon emissions by 2030, relating to the Council's buildings, and assets.
- To achieve significant reductions in carbon emissions in the Town Council area by 2030, and to maintain and increase biodiversity in the Council's open spaces and strive to achieve biodiversity generally within the community.
- Liaise with other councils and consult and engage with other organisations and members of the public and invite outside speakers to address the Committee and wider Council as appropriate.
- Have the power to initiate public meetings.

BUDGETARY RESOURCES

The committee has been allocated funds in the budget which can be reviewed annually and has the power to spend within that budget. If additional expenditure is required, it will have to be approved by Full Council.

NORTHAM BURROWS CHARITY MANAGEMENT COMMITTEE
COMMITTEE STRUCTURE AND TERMS OF REFERENCE
To exercise on behalf of the Northam Burrows Charity

COMPOSITION

- The Committee will comprise 7 members, appointed by the Corporate Trustee at the AGM.

MEETINGS

Meetings will be convened as required and following the appointments to the Management Committee, a Chair will be elected at the first meeting following the AGM.

The Chair will use a casting vote in the event of a tied vote.

Appointments will be for the term of the Council

MINUTES

Minutes will be presented to the next available meeting

QUORUM

- The quorum of the committee will be 4 voting members

GENERAL

- The Management Committee will be authorised to set an annual budget
- The Management Committee will be authorised to review fees and charges
- The Management Committee will be authorised to spend a maximum amount (5000.00) on budgeted and non-budgeted items without referral to the Corporate Trustee
- The committee should also appoint an Independent Examiner and then to receive a report from the Independent Examiner

ROLE

To ensure the requirements of the scheme are complied with.