



Woodbridge Town Council

Terms of Reference

This document sets out the Terms of Reference, outlining the scope and delegated authority for decision making by the Council and its Committees.

1. General Provisions

- 1.1. These Terms of Reference are subject to Council's Standing Orders and Financial Regulations.
- 1.2. Subject to Council's Financial Regulations or other policies as may be applicable, all Committees have the authority to delegate any of its functions to the Town Clerk, or to Working Parties consisting the Town Clerk and one or more Members appointed by the Committee. Such authority to be given by way of recorded resolution made by the authorising Committee.
- 1.3. The Council, or any Committee within the provisions of its Terms of Reference, may nominate any of its members and/or the Town Clerk to represent the Council at external organisations.
- 1.4. All Committees may authorise expenditure within their agreed budgets (if any), in accordance with Financial Regulations, without further approval by Council.
- 1.5. Committees shall be enabled to make recommendations to Council, or any other Committee as may be appropriate, on any matters arising from the agenda that are outside of the scope of that Committee.

2. Delegated Powers

- 2.1. Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee's delegated powers.
- 2.2. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes. This item can be discussed in full by the Town Council.

3. Organisation of Woodbridge Town Council

- 3.1. The Council is formed of 16 Councillors; with four Councillors each being elected from the four Town Wards; Farlingaye, Kyson, Seckford and Riverside
- 3.2. The business of the Council shall be conducted through meetings of the Councillors under the Chairmanship of the Town Mayor or Deputy Mayor.
- 3.3. The Council shall appoint a remunerated Clerk together with such other paid staff as it deems necessary for the sufficient execution of the Council's business.
- 3.4. The Council shall maintain four Standing Committees drawn from its membership each in the charge of a Chairman and a Deputy Chairman and authorised to whatever extent the Council may determine respectively for the purposes of Finance & Staffing, Amenities, Planning and Highways.
- 3.5. Each of the Standing Committee shall consist of nine Councillors other than the Highways Committee which shall consist of five Councillors.
- 3.6. The allocation of members to Committees shall be made by political groups (as registered with the Town Clerk), who will submit their nominations in writing, observing political balance, to the Town Clerk for confirmation at the AGM of the Town Council, always providing that the Highways Committee shall consist of at least one Councillor from each ward.
- 3.7. The Council may establish ad hoc Sub-Committees for advisory purposes reporting either to itself or to a Standing Committee.
- 3.8. The Town Mayor shall be a member of all Standing Committees.
- 3.9. The Chairmen shall be members of each of their reporting Sub-Committees.

4. Role of Woodbridge Town Council

The role of the Town Council is to carry out all statutory functions reserved to Council, including but not limited to:

- 4.1. To approve the Annual Budget and Precept demand.
- 4.2. To approve expenditure against General Fund/Earmarked Reserves and any virements across Committee budgets.
- 4.3. To review and amend the Standing Orders and the functions and constitution of the Committees of the Council. NB Currently the Council has established a Standing Orders Sub Committee to advise and make recommendations about such matters.

- 4.4. To approve a schedule of meetings of the Council and its Committees.
- 4.5. To approve the appointment or nomination by the Council of persons to fill vacancies on outside bodies.
- 4.6. To take appropriate action on the recommendations of Committees or Working Parties of the Council as necessary.
- 4.7. To review these Terms of Reference and delegated authority provided to Committees and the Town Clerk from time to time.
- 4.8. The appointment and dismissal of the Town Clerk.
- 4.9. To approve Accounts for Payment.
- 4.10. To authorising the sealing of legal documents, leases, contracts and licences where authority to do so is not provided elsewhere.
- 4.11. To respond to major consultations and those outside of the scope of other Committees.
- 4.12. To receive the External Audit report and approve the Annual Return.
- 4.13. To consider any matters within the Terms of Reference of another Committee at any time.
- 4.14. To consider all other matters outside of any other Committee's Terms of Reference.
- 4.15. As a matter of practice there will be no Committee meetings held on a Tuesday the day following a Bank Holiday unless special circumstances arise.

5. FINANCE AND STAFFING COMMITTEE

The Committee shall:

- 5.1. monitor and make recommendations in respect of all proposed:
 - 5.1.1. capital expenditure including the revenue implications thereof,
 - 5.1.2. loans to local organisations.
- 5.2. review the Clerk's proposals for:
 - 5.2.1. the annual budget forecast including the financial precept, and any change to the totality of the Council's reserves,
 - 5.2.2. any changes to the Council's investment portfolio,
 - 5.2.3. the insurance of the Council's properties,
 - 5.2.4. propose and review the scale of charges for the use of the Council's facilities,

- 5.2.5. monitor all staff expenditure,
- 5.2.6. review the performance of the Council's staff and take any action that the Council may require,
- 5.2.7. recommend a selection procedure for the recruitment of paid staff and implement the Council's requirements.
- 5.3. review the quarterly and annual internal audit reports and act upon recommendations by reviewing the internal audit action plan
- 5.4. review comments and recommendations of annual external audit.

6. AMENITIES COMMITTEE

The Committee shall:

- 6.1. promote the prudent and efficient management of all those properties for which the Council is directly responsible,
- 6.2. recommend such steps as it deems necessary for the regulation of the management of those properties for which the Council is the custodian trustee,
- 6.3. monitor all the amenity and safety matters within or in the neighbourhood of Woodbridge and press for such correction or improvement action as is deemed desirable,
- 6.4. propose new projects for the benefit of the inhabitants of Woodbridge,
- 6.5. recommend measures for the protection and improvement of the local environment,
- 6.6. propose schemes for the encouragement of local tourism, sport and cultural activities,
- 6.7. submit any expenditure proposals in the forthcoming financial year to the Finance and Staffing Committee not later than the end of November in the current year.

7. PLANNING COMMITTEE

The Committee shall:

- 7.1. receive from the Clerk a summary of every Planning Application submitted, the name of the Applicant, the address of the project described in the Application and any information relating to the Listed Building or Conservation Area status of the proposals,
- 7.2. assess each Application with reference to:
 - 7.2.1. existing legislation including the Town and Country Planning Act 1990 (as amended) together with General Development and Classes Orders,
 - 7.2.1.1. Local and County Structure Plans,

- 7.2.2. declared Conservation Areas
- 7.2.3. harmonisation with the surrounding area,
- 7.2.4. the views of neighbours and other members of the public
- 7.2.5. any known history of the buildings or land in question.
- 7.2.6. assess each Application without reference to:
 - 7.2.7. (in a personal application) the status, reputation, or personal detail relating to the Applicant,
 - 7.2.7.1. aspects automatically determined by regulations and legal requirements,
 - 7.2.7.2. any information concerning the likely implementation of the subject matter of the Application.
- 7.2.8. pass motions recommending 'approval', 'no objection', or 'refusal', qualified by any additional comments of the Committee's choosing, allowing however that the Committee shall refer major proposals to the Council for decision,
- 7.2.9. empower the Chairman to make a response to a planning application following a discussion with the majority of members of the Committee in the event that the consultation time does not allow for a meeting to take place if the application is judged by the Regular Chairman to be,
 - 7.2.9.1. trivial or of minor importance,
 - 7.2.9.2. determinable solely by regulations or by legal requirements,
 - 7.2.9.3. defer any Applications not considered in detail by the Committee to a subsequent meeting.
- 7.2.10. respond to invitations to comment on the details of any planning projects received, even if located outside Woodbridge, and refer them to the Council if of major importance.
- 7.2.11. monitor all strategic highway and road safety matters within or in the neighbourhood of Woodbridge and press for such correction or improvement action as is deemed desirable.

8. HIGHWAYS ADVISORY COMMITTEE

The Advisory Committee has the responsibility to monitor and make recommendations including:

- 8.1. The Advisory Committee to be constituted of four Town Councillors (one from each Ward), the Town Mayor as ex-officio member and the Woodbridge County Councillor as ex-officio member,
- 8.2. Officers of Suffolk Highways, District Council and WTC to attend as required,
- 8.3. The chairman of the Advisory Committee to be elected at the first meeting of each civic year,
- 8.4. Maintenance of highways, roads, footpaths, footways, street lighting, street furniture and verges,
- 8.5. All Highways Authority Management and Service Plans as issued from time to time,
- 8.6. To propose projects for inclusion in the Town Council's work plan and budget as agreed with and implemented by the Highways Authority,
- 8.7. To coordinate with the Planning Committee on strategic highway and road safety matters,
- 8.8. To liaise with a Suffolk County Council Officer who will be in attendance at a Joint Highways meeting.