



Cinderford Town Council

Terms of Reference: Town Council and Town Committees

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 and authorises General Expenditure
- Agrees an Annual Budget & Precept
- Debates Matters of Public Interest
- Confirms Eligibility of General Power of Competence
- Approves the Year End Accounts

To consider and respond to planning, appeals, scoping reports and preapplication consultations

- To consider traffic and transport issues
- To Respond to other local authority consultations about strategic plans
- 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 – Estates & Finance Committee (Chair of Council plus 6.councillors)

- To set a budget for the sound administration of the council's business and council properties
- Authorises General Expenditure
- Monitors budgets ensuring value for money and recommend the level of precept
- 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
- To draw up and review CTC policies and standing orders
- To set fees and charges for hire of council premises
- To consider and approve the applications for TC grants according to budget set (referring any to Council where a decision cannot be made)
- To carry out annual risk assessments on all council activities
- To review the properties ensuring value for money

Terms of Reference – Playing Fields Committee (Chair plus 6 councillors)

- To be responsible for the upkeep and improvement of council playing fields and play areas making periodic inspection to assess safety and functionality
- To review street furniture, maintenance and replacement
- To organise seasonal displays to enhance amenity land
- To receive the ROSPA play area reports
- To receive tree inspection reports and consider any actions

Terms of Reference – Planning Committee (Chair plus all Councillors) – planning is routinely considered at Town Council meetings unless a specific Planning Committee is called

-To consider and respond to planning, appeals, scoping reports and preapplication consultations

- To consider traffic and transport issues
- To Respond to other local authority consultations about strategic plans

Terms of Reference – Personnel Committee (Chair & Vice Chair plus 2 councillors)

- To consider issues pertaining to the wellbeing, support and development of all the Council's people including councillors, paid staff and any volunteers.
- To consider employment matters (including relating to contracts, Terms and Conditions, Job Descriptions and recruitment) of paid staff.
- Ensuring it has sufficient level of HR expertise which may include purchasing of services subject to the agreement of the relevant committee.

All matters affecting Council employees, councillors and volunteers will be discussed in confidence.

Approved: December 2023, Reviewed May 2024, November 2024, May 2025, May 2026
Next review date: May 2027