Skipton Town Council

FINANCE COMMITTEE
Terms of Reference
Adopted at Full Council Date:

1. Introduction

1.1. Under the Local Government Act (s101) and the Council's Scheme of Delegation, Skipton Town Council delegates its functions relating to all Finance issues, to this Committee.

1.2. No member can serve on both this Committee and the Policy Committee.

1.3. The aim of this Committee is to consider and determine items of business as directed by the Full Council, urgent items of business which cannot be deferred until the next ordinary Full Council meeting.

1.4. The Finance Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside these terms of reference shall be made to the Full Council.

1.5. Finance Committee has a delegated budget specifically for the distribution of grants whose applications fall within the remit of this committee.

1.6. The Finance Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1. The Finance Committee shall consist of eight Town Councillors, to be elected annually at the Annual Meeting of the Town Council

2.2. Four members of the Committee shall constitute a quorum.

2.3. In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Finance Committee will be filled at the next meeting of the Full Council.

2.4. Substitutions are not permitted in the event of a Member's absence from a meeting of the Committee.

3. Scope

3.1. To receive regular financial reports from the RFO and monitor and report to full Council

3.2. To provide guidance to Committees and Council on overall levels of income and expenditure

3.3. To consider the financial aspects of particular matters, projects and joint schemes specifically referred to the Finance Committee

3.4. To authorise all income and expenditure

3.5. The Finance Committee shall have the delegated power to incur expenditure within the limits previously approved by the Council for the activities assigned to it.

3.6. To ensure that all financial requirements and reserves are managed in line with the Council's Financial Regulations

3.7. To agree signatories for the Councils Bank Accounts

3.8. To vire funds between budget allocations, except staff costs, and bring forward funds from reserves as necessary.

3.9. Management of all funds and investments and the supervision of the Council's banking arrangements.

3.10. To raise loans and other financial arrangements as required and subject to Full Council approval.

3.11. To consider and award contracts for work up to the value of £29,999.

3.12. To implement the procurement/tender procedures for contracts in excess of £30,000

3.13. To review all policies and procedures related to financial matters.

3.14. To review the Council's Asset Register

3.15. To review the Council's insurance on an annual basis and ensure that the Council's property is adequately insured.

3.16. To consider use, upkeep, leases, licences rents and fees for any facilities / buildings

3.17. To ensure the preservation of probity and good financial practices within the Council

3.18. Debt monitoring and recovery to be the responsibility of the Committee.

3.19. To ensure that PAYE, NI and pension payments are appropriately deducted from employees' salaries and paid as required by law.

3.20. To consider urgent business which in the opinion of the Mayor and Chief Officer cannot be deferred until the next Full Council Meeting

3.21. To monitor financial risk and ensure that adequate financial risk management is in place.

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting.

Sustainability Goals

To ensure that the Sustainability goals adopted by Skipton Town Council are actively promoted and adhered to through this Committee.

- Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.
- Ensure sustainable consumption and production patterns.
- Take urgent action to combat climate change and its impacts.
- Protect, restore, and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

Signed Chairman Signed Clerk

Date

Skipton Town Council

PUBLIC SERVICES COMMITTEE
Terms of Reference
Adopted at Full Council Date:

1. Introduction

1.1. Under the Local Government Act (s101) and the Council's Scheme of Delegation, Skipton Town Council delegates its functions relating to all public services issues, to this Committee.

1.2. The purpose of this Committee is to: To consider and take decisions on any matters concerning the Town Council's green spaces, amenity land and recreation areas and overall provision of such areas within the Town. And to consider and take decisions on any matters concerning the Closed Burial Ground at Raikes Road and Church Yards at Holy Trinity and Christchurch

1.3. The Public Services Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Public Services Committee's terms of reference shall be made to the Full Council

1.4. The Public Services Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1. The Public Services Committee shall consist of nine Town Councillors to be elected annually at the Annual Meeting of the Town Council.

2.2. Four members of the Committee shall constitute a quorum.

2.3. In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Public Services Committee will be filled at the next meeting of the Full Council.

2.4. Substitutions are not permitted in the event of a Member's absence from a meeting of the Public Services Committee.

3. Scope

3.1. To approve and monitor expenditure against budget to ensure spending during the course of the year remains on target

3.2. To administer, manage and maintain properties and buildings in the ownership or control of the Town Council

3.3. The Public Services Committee shall be responsible for the proper management of the recreation and amenity facilities provided by Skipton Town Council, including any buildings, plant and equipment associated therewith.

3.4. The Public Services Committee's remit shall extend to:
Provision and maintenance of all the children's equipped play and adult's equipped exercise areas belonging to, or under the control of, Skipton Town Council.

Provision and maintenance of open spaces, gardens and amenity areas belonging to, or under the control of, Skipton Town Council, including the provision, care and maintenance of the Allotments at Broughton Road, Burnside Chapel and Middletown, Church Yards at Holy Trinity and Christchurch, Raikes Road Burial Ground

Administration, management and maintenance of properties and buildings belonging to, or under the control of, Skipton Town Council.

Provision and maintenance of equipment and other assets.

3.5. The Public Services Committee may undertake any other related functions by working with other agencies on matters of mutual interest such as highways and footpaths, street scene furniture, trees, and vegetation.

3.6. The Public Services Committee shall manage all the services of this Committee in accordance with the Council's health and safety policy.

3.7. The Public Services Committee shall consider and implement, as directed by Full Council, proposals for the acquisition, promotion, management and development of recreation and amenity facilities.

3.8. The Public Services Committee shall have the delegated power to incur expenditure within the limits previously approved by the Council for the management of any facilities or activities which fall within this Committee's terms of reference.

3.9. The Public Services Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary and to make recommendations for consideration and approval.

3.10. To propose, budget and obtain quotes for revenue/capital expenditure subject to the Financial Regulations.

3.11. To set rents and fees for persons or groups using the facilities of the Town Council and to make recommendations to the Full Council.

3.12. To oversee all aspects of the management of the Council's Estate

3.13. To approve and oversee any contracts for the provision of work on the Council's Estate

3.14. To manage and maintain the provision of Public Toilet at Coach Street and in so doing recommend and manage the cleaning and maintenance contract for the toilets.

3.15. To oversee the letting of the Council's allotment plots and other ancillary land

3.16. To liaise with any approved allotment tenant association(s)

3.17. To encourage the establishment of Community Groups to assist with fundraising for and the maintenance and refurbishment of community land and other projects and to provide support to any such group.

3.18. To consider any other matters relating to the Council's Estate as appropriate or as directed by the Full Council.

3.19. To oversee all matters relating to Health and Safety

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting.

Sustainability Goals

To ensure that the Sustainability goals adopted by Skipton Town Council are actively promoted and adhered to through this Committee.

- Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.
- Ensure sustainable consumption and production patterns.
- Take urgent action to combat climate change and its impacts.
- Protect, restore, and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

Signed Chairman Signed Clerk

Date

Skipton Town Council

MANAGEMENT & STAFFING COMMITTEE
Terms of Reference
Adopted at Full Council Date:

1. Introduction

1.1. Under the Local Government Act (s101) and the Council's Scheme of Delegation, Skipton Town Council delegates its functions relating to all Staffing issues, to this Committee.

1.2. The aim of this Committee is to develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed.

1.3. The Committee shall provide effective and professional staff management in all matters relating to the employees of the Council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.

1.4. The Management & Staffing Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Management & Staffing Committee's terms of reference shall be made to the Full Council.

1.5. The Management & Staffing Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1. The Management & Staffing Committee shall consist of Eight Town Councillors to be elected at the Annual Meeting of the Town Council.

2.2. When making appointments to the Management &Staffing Committee consideration shall be given as to a Member's previous experience or skills in relation to the scope of this Committee.

2.3. Four members of the Committee shall constitute a quorum.

2.4. The Chairman and the Vice-Chairman are to be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council Meeting.

2.5. In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Management & Staffing Committee will be filled at the next meeting of the Full Council.

2.6. Substitutions are not permitted in the event of a Member's absence from a meeting of the Management & Staffing Committee.

3. Scope

3.1. The Management & Staffing Committee to have full delegated powers to consider and take decisions on the Council's staffing levels and requirements.

3.2. The Management & Staffing Committee to have full delegated powers for the recruitment and selection of all staff, with the exception of the post of Chief Officer/RFO (see below). The Committee will follow the provisions of the council's recruitment policy.

3.3. Applicants will be short-listed by the Management & Staffing Committee and Chief Officer. Successful short-listed applicants to be interviewed by the Chair of the Committee and the Chief Officer, who will submit a recommendation to the Management & Staffing Committee to ratify the appointment of a new member of Staff.

3.4. The Management & Staffing Committee will have delegated powers to recruit and short list applicants for the post of Chief Officer/RFO. The successful short-listed applicants to be interviewed by a panel of three members of the Management & Staffing Committee. A recommendation from the Management & Staffing Committee will be submitted to full council to ratify the appointment of a new Chief Officer/RFO.

3.5. The Management & Staffing Committee to have delegated powers to review job descriptions, person specifications, staff establishment (including promotion and re-grading) and to approve contracts of employment.

3.6. The Management & Staffing Committee to have delegated powers to consider and implement pay awards, increments and payroll management.

3.7. The Management & Staffing Committee to have delegated powers to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).

3.8. The Management & Staffing Committee to have delegated powers to administer the first stages of the Council's Disciplinary and Grievance Procedures.

3.9. The Management & Staffing Committee will appoint one of its members, usually the Chair of the Committee, to act as Line Manager to the Chief Officer/Responsible Financial Officer and to direct the line manager in his/her role and responsibilities.

3.10. The Management & Staffing Committee to have delegated powers to ensure that staff appraisals are carried out by the Chief Officer. The Chief Officers' appraisal will be carried out by two members of the Staffing Committee, to include the Chair.

3.11. The Management & Staffing Committee to have delegated powers to review staff pension arrangements.

3.12. The Management & Staffing Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary.

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting.

Sustainability Goals

To ensure that the Sustainability goals adopted by Skipton Town Council are actively promoted and adhered to through this Committee.

- Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.
- Ensure sustainable consumption and production patterns.
- Take urgent action to combat climate change and its impacts.
- Protect, restore, and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

Signed Chairman Signed Clerk

Date

Skipton Town Council

MARKETS & EVENTS COMMITTEE
Terms of Reference
Adopted at Full Council Date:

1. Introduction

1.1. Under the Local Government Act (s101) and the Council's Scheme of Delegation, Skipton Town Council delegates its functions relating to all Market and Event issues, to this Committee.

1.2. The purpose of this Committee is to consider any matters concerning the operation of Events and strategic operation of the weekly Monday, Wednesday, Friday and Saturday Market and the running, under licence, of the Artisan Market.

1.3. The Markets Committee and Chief Officer have delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Markets Committee's terms of reference shall be made to the Full Council.

1.4. The Markets Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1. The Market & Events Committee shall consist of eight Town Councillors, to be elected annually at the Annual Meeting of the Town Council

2.2. Four members of the Committee shall constitute a quorum.

2.3. Three trader representatives, elected by traders and covering the three key areas of the market may be in attendance. These attendees will not be permitted to take part in any vote.

2.4. In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Markets & Events Committee will be filled at the next meeting of the Full Council.

2.5. Substitutions are not permitted in the event of a Member's absence from a meeting of the Committee.

3. Scope- Market

3.1. To advise and make recommendations to the Council on any matters affecting the Markets.

3.2. To recommend to the Town Council appropriate budget provisions for the current and coming financial years for items within the Committees remit

3.3. The Markets Committee shall have the delegated power to incur expenditure within the limits previously approved by the Council for the management and / or promotion of any activities which fall within the Committee's terms of reference

3.4. The Markets Committee shall have the delegated power to approve and, from time to time, review the format of the Consent to Trade Agreements and other agreements such as are necessary for the running of all the services of this Committee.

3.5. To oversee the operation and control of Skipton Market

3.6. Market Staff to report where Traders contracts or Market rules are not being observed and follow the procedure for noncompliance.

3.7. To work with the Market Staff and the Clerk to provide a well-managed and cost-effective Market.

3.8. To approve or comment upon actions taken and reported by the Market Staff

3.9. To consider matters relating to the ongoing development and promotion of the Market.

3.10. To monitor and uphold the terms of the Market Charter and to protect the Market against unauthorised competition.

3.11. To work with Market Traders and hold an annual traders meeting.

3.12. To oversee and monitor any lease, license or other agreements in place relating to the operation of the Market.

3.13. To oversee the Market's links with NABMA and the NMTF

3.14. To consider any other matters relating to the Market as appropriate or as directed by the Full Council.

4. Delegation of Powers to the Markets Officer

4.1. The Markets Officer shall have the delegated authority to consider and determine applications received to trade on the Council's markets and to issue licences and permits in accordance with the format agreed by the Markets Committee.

4.2. The Markets Officer shall have the delegated authority to allocate stalls and pitches on the Council operated pitches.

4.3. The Markets Officer shall have the delegated authority to implement, in their absolute discretion, the terms and conditions of the Consent to Trade and other agreements such as are necessary for the proper and efficient management of all the services of this Committee

4.4. The Markets Officer shall have the delegated authority to issues necessary instructions on behalf of the Markets Committee and Full Council as are necessary for the proper and efficient management of all the services of this Committee.

4.5. The Markets Officer reserves the right to refer any decision back to the Markets Committee for consideration as and when necessary and to make recommendations for consideration and approval.

5. Scope- Events

5.1. To consider, on an annual basis, a budget covering the Council's Events & Tourism functions and to recommend the budget to the Finance Committee

5.2. To approve and monitor expenditure against budget to ensure spending during the course of the year remains on target

5.3. To oversee and encourage revenue generation from and the sourcing of grant funding towards the Council's Events & Tourism functions

5.4. To oversee the planning, promotion and delivery of an appropriate range of events and festivals within the Town

5.5. To oversee the promotion of Skipton as a tourist destination

5.6. To oversee the Council's social media and website facilities

5.7. To oversee the planning, promotion and delivery of appropriate civic events and projects

5.8. To oversee support to the Mayoralty

5.9. To oversee support to the Council's Twinning arrangements

5.10. The Events Supervisor shall have the delegated authority to implement, in their absolute discretion, the planning and running of the Town Council Events such as are necessary for the proper and efficient management of all the services of this Committee.

5.11. To consider any other matters relating to Events & Tourism as appropriate or as directed by the Finance Committee or Full Council.

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting.

Sustainability Goals

To ensure that the Sustainability goals adopted by Skipton Town Council are actively promoted and adhered to through this Committee.

- Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.
- Ensure sustainable consumption and production patterns.
- Take urgent action to combat climate change and its impacts.
- Protect, restore, and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

Signed Chairman Signed Clerk

Date

Skipton Town Council

PLANNING COMMITTEE
Terms of Reference
Adopted at Full Council Date:

1. Introduction

1.1. Under the Local Government Act (s101) and the Council's Scheme of Delegation, Skipton Town Council delegates its functions relating to all Planning issues, to this Committee.

1.2. To, as a statutory consultee, respond to planning applications, license applications and Highways consultations received from North Yorkshire Council that directly relate to the parish area.

1.3. To fully consider all planning applications and make a response on behalf of the Full Council to all applications for planning permission and planning appeals referred to Skipton Town Council by North Yorkshire Council.

1.4. The Planning Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside these terms of reference shall be made to the Full Council.

1.5. The Planning Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1. The Planning Committee shall consist of six Town Councillors, to be elected annually at the Annual Meeting of the Town Council.

2.2. Three members of the Committee shall constitute a quorum.

2.3. In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Planning Committee will be filled at the next meeting of the Full Council.

2.4. Substitutions are not permitted in the event of a member's absence from a meeting of the Committee.

3. Scope - Planning

3.1. To consider and comment, as statutory consultee, on Planning Applications lodged with the Planning Authority and impacting on the Parish of Skipton, having regard to:

- compliance with current planning policy guidance at both national and local level,
- protection of the Conservation Areas,
- effect on neighbours,
- effect on amenity,
- effect on traffic and highway safety,
- prevention of inappropriate or over-development,
- effect on street scene and landscape,
- acceptable high standard of design,
- effect on sustainability of services, and
- any other relevant factors

The Committee shall make suitable recommendations to the Planning Authority and other local neighbouring authorities as to whether they have no objection, no objection subject to certain conditions, or an objection, and the reasons for the decision.

3.2. To ensure that responses to planning applications are made within the time specified on the Planning Application notice, or notify them of a delay. Material planning considerations must clearly support all grounds for objection.

3.3. The Chairman, Vice Chairman, and the Clerk are delegated to give a response to planning applications if there is a time constraint on the response required. Any responses made must be submitted to the next meeting of the committee for information.

3.4. The Committee shall act in respect of any other matter requiring any form of planning consideration and which is within the remit of the Committee.

3.5. To consider any other matter analogous to Planning and to bring to the notice of the appropriate authority any apparent breaches of the Planning Regulations.

3.6. To oversee Council responses on matters surrounding the Craven Local Plan and the National Planning Policy Framework (or any subsequent policies and/or legislation).

3.7. To consider requests from developers and/or other Authorities regarding street naming and other similar matters.

3.8. To consider requests relating to road traffic measures, road markings, pedestrian or other road safety issues, and to make recommendations to the Highways Authority (or any other appropriate Authority).

3.9. To consider any other matters relating to Planning as appropriate or as directed by the Finance Committee or Full Council.

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting.

Sustainability Goals

To ensure that the Sustainability goals adopted by Skipton Town Council are actively promoted and adhered to through this Committee.

- Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.
- Ensure sustainable consumption and production patterns.
- Take urgent action to combat climate change and its impacts.
- Protect, restore, and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

Signed Chairman Signed Clerk

Date

POLICY COMMITTEE
Terms of Reference
Adopted at Full Council Date:

Revised Draft – Policy Committee Terms of Reference for Skipton Town Council
(Updated to reflect governance concerns and proposed amendments discussed following Full Council deferral.)

1. Introduction

1.1
Under Section 101 of the Local Government Act 1972 and the Council's Scheme of Delegation, Skipton Town Council delegates specific strategic and policy-related functions to the Policy Committee.

1.2
No Member may serve simultaneously on both the Policy Committee and the Finance Committee.

1.3
The aim of the Policy Committee is to:

- develop policies and strategic recommendations to support delivery of the Council's Strategic Plan;
- oversee and monitor implementation of the Strategic Plan;
- consider broad social, environmental and economic matters affecting the Town;
- support effective partnership working and strategic coordination across the Council.

1.4
The Policy Committee has delegated powers to act on behalf of Full Council only within the scope defined in these Terms of Reference. Any matters outside the scope of these Terms of Reference shall be referred to Full Council for determination.

1.5
The Policy Committee shall operate in a strategic and coordinating capacity and shall not duplicate the operational responsibilities delegated to other Committees of the Council.

1.6
The Policy Committee shall be administered and managed in accordance with:

- the Council's Standing Orders;
- Financial Regulations;
- Code of Conduct;
- Scheme of Delegation; and
- all relevant legislation and statutory guidance.

2. Membership

2.1
The Policy Committee shall consist of up to eight Town Councillors appointed annually at the Annual Meeting of the Town Council.

2.2
The quorum for meetings of the Committee shall be four Members.

2.3
In the event of resignation, disqualification or vacancy during the municipal year, any vacancy shall be filled by Full Council.

2.4
Substitute Members shall not be permitted unless otherwise determined by Full Council.

3. Scope and Responsibilities

Strategic Leadership & Policy Development

3.1
To consider the broad social, environmental and economic needs of Skipton Town in proposing policies and strategic recommendations to Full Council, particularly where these support delivery of the Council's Strategic Plan.

3.2
To support and oversee the implementation and delivery of the Council's Strategic Plan and associated priorities agreed by Full Council.

3.3
To monitor progress against the Strategic Plan and receive updates from Committees and Officers regarding delivery of agreed objectives.

3.4
To develop recommendations to Full Council regarding long-term strategic priorities, corporate objectives and emerging policy issues affecting the Town and the Council.

3.5
To coordinate cross-committee strategic matters where issues overlap multiple Committees or impact the wider corporate objectives of the Council.

Governance & Corporate Oversight

3.6
To review:

- Standing Orders;
- Committee Terms of Reference;
- governance procedures;
- corporate policies; and
- constitutional arrangements,

and make appropriate recommendations to Full Council.

3.7

To consider policy recommendations from Committees where such matters have significant implications for:

- the Strategic Plan;
- Council-wide priorities;
- governance arrangements; or
- corporate resources.

3.8
To consider and recommend future revisions, updates or replacement Strategic Plans for approval by Full Council.

Partnerships & Community Engagement

3.9
To support strategic partnership working with:

- North Yorkshire Council;
- emergency services;
- local businesses;
- community organisations;
- public agencies; and
- other relevant stakeholders.

3.10
To oversee the Council's strategic communications, public engagement and corporate reputation.

3.11
To consider matters relating to local government boundary reviews, governance reviews or significant consultation exercises affecting the Town Council.

Urgent Matters

3.12
Where an urgent matter arises within the remit of the Committee which cannot reasonably await the next meeting of Full Council, the Committee may consider and determine the matter within existing Council policy and budgetary limits.

3.13
Any urgent decisions taken under delegated authority shall be reported to the next available meeting of Full Council.

3.14
Nothing within these Terms of Reference permits the Committee to override:

- statutory requirements;
- Financial Regulations;
- Standing Orders; or
- matters specifically reserved to Full Council.

Other Responsibilities

3.15
To establish task-and-finish groups or working groups where necessary, subject to approval by Full Council where appropriate.

3.16
To consider matters referred to it directly by Full Council.

3.17
To consider complaints or governance concerns specifically referred to the Committee by Full Council, where such matters do not fall within another Committee's delegated remit or statutory process.

4. Exclusions
The Policy Committee shall not:
- duplicate the operational functions of other Committees;
- exercise staffing powers delegated to the Management & Staffing Committee;
- exercise financial powers delegated to the Finance Committee;
- determine planning applications;
- act as a disciplinary or staffing grievance body;
- override decisions lawfully delegated to another Committee or Officer.

5. Reporting
5.1
Minutes of all meetings shall be reported to the next ordinary meeting of Full Council.

5.2
The Committee shall provide periodic updates to Full Council on:
- implementation of the Strategic Plan;
- emerging strategic priorities;
- governance matters;
- partnership activity; and
- policy development work.

6. Sustainability & Corporate Values
The Committee shall ensure that the Council's adopted sustainability and community objectives are actively considered in all areas of its work, including:
- environmental sustainability;
- biodiversity and climate resilience;
- community wellbeing;
- equality and inclusion;
- responsible governance; and
- long-term resilience for the Town.