



CHEPSTOW TOWN COUNCIL

TERMS OF REFERENCE

AND

SCHEME OF DELEGATION

Reviewed by Finance, Policy and Audit Committee on
13th February 2019 and adopted by Full Council on 27th
February 2019

CONTENTS

Page No

1.	Introduction
2.	General Terms of Reference applicable to all Committees
3 – 4.	Terms of Reference – Full Council
5 – 6.	– Finance, Policy and Audit Committee
7 – 8.	– Planning Committee
9 – 10.	– Personnel Committee
11 – 12.	– Town Amenities Committee
13.	– Consultancy Committee
14.	– Complaints Committee
15.	- Working Party
16 - 21	Delegation of Committees
22 – 24	Delegation to Officers

INTRODUCTION

Chepstow Town Council has appointed a number of committees to undertake work for and on behalf of the council. The specific responsibilities of each committee are confirmed by terms of reference.

This policy sets out the Terms of Reference of each Committee of the Town Council and confirms the following:

- Membership and number of seats
- Role of Mayor and Deputy Mayor
- Frequency of meetings
- Remit of the committee and reporting structure
- Scheme of delegation

In the absence of any policy, a committee of the council will abide by the criteria established for Full Council as prescribed by the Council's Standing Orders.

These terms of reference apply to committees, sub-committees and any other group established to undertake work on behalf of the Council in an advisory capacity.

General Terms of Reference applicable to all Committees

The terms of Reference for Council and all Committees are subject to the following principles:

- 1) That powers be exercised in accordance with any policy adopted or directions given by the Town Council
- 2) That powers be subject to the Council's Standing Orders and Financial Regulations
- 3) Than any unresolved differences between committees shall be referred to Full Council for determination
- 4) That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Council for approval
- 5) Day to day management of Council matters rests with the Town Clerk
- 6) Urgent / emergency matters may be dealt with as they arise in line with the Town Council's Standing Orders
- 7) Committees will bring to the attention of Council any matters being pursued by other local authority / statutory / voluntary or other bodies which have a beneficial or detrimental effect on the Town of Chepstow
- 8) The Minutes of all Committee meetings will contain all recommendations it wishes to make to full Council. These will be clearly set out so that members can fully understand the implications of their acceptance / rejection of them when they are moved at a meeting of Full Council
- 9) Guest speakers should normally be limited to one per meeting with a time limit placed upon them
- 10) Members of the public are entitled to attend and be present at every Town Council meeting to hear matters put before the Council as discussed unless the meeting resolves to exclude the press and public from all or part of the meeting under the Public Bodies (Admission to Meetings) Act 1960
- 11) Public Participation
 - a. There will be, during each meeting, a 15 minute public session where members of the public will be invited to speak briefly on any matter of concern what is within the powers of the Council
 - b. The subject of such address should be put to the Council through the Chairman of the meeting. Following the address, Members of the Council may note the issue but may not discuss or debate the matters raised
- 12) All members will attend training relevant to the work of Committees to which they have been elected.

Delegation of Authority to Sub-Committees

Where a function with the Terms of Reference of a committee has been further delegated to a sub committee or working party that sub-committee or working party will reports its findings and any recommendations back to the appropriate committee or direct to the Council, as per the remit.

TERMS OF REFERENCE

Full Council

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. Membership of the Council

- a) All 15 members;
- b) The committee shall be subject to a quorum of one third of all Councillors, 5 of its members.

2. The Chairman

- a) The Town Mayor will be elected at the Annual meeting of Town Council;
- b) The Deputy Town Mayor will be elected at the Annual meeting of Town Council.

3. Conduct of Meetings

- a) All meetings of the Council will be public meetings and convened in accordance with the Town Council's Standing Orders;
- b) Meetings will be minuted by the Clerk to the Council, or in his / her absence by another member of staff or a member of the Council;
- c) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office
- d) In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- e) The Council will meet once a month on the 4th Wednesday apart from August and December when the Council is in recess;
- f) Members attend under the provision of the Town Councils adopted Code of Conduct.

4. Powers and responsibilities of the Council

- a) To take all policy and strategic decisions affecting the community of Chepstow
- b) To ratify the decisions of Councils Committees where no specific delegation of powers has been agreed.
- c) Approving the Council's areas of focus/corporate plan, annual report, budget the level of precept levied on Monmouthshire County Council.
- d) Approval of the Council's annual accounts and the annual return.
- e) Authorising borrowings.
- f) Authorising the incurring of expenditure not provided for within the approved budget or otherwise permitted under the Council's Financial Regulations.
- g) Appointing Council representatives to serve on outside bodies.
- h) Nomination of appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters that may be delegated to a Committee.
- i) Responding to public consultations on matters affecting the town, excluding those matters specific to a Committee or the Consultation Committee.
- j) Confirming the appointment of the Town Clerk, Deputy Town Clerk and the RFO.
- k) Making, amending, revoking, re-enacting or adopting bye-laws.

- l) Determining the adoption of any new undertakings, devolved services and/or asset transfers.
- m) Adopting and changing the Council's Standing Orders, Financial Regulations and powers and duties of Committees.
- n) To deal with all aspects of the recruitment and selection of community governors including interviewing, selection and appointment if required.
- o) Prosecution of defence in a court of law.
- p) All other matters which must, by law, be reserved to the full Council.

TERMS OF REFERENCE AND SCHEME OF DELEGATION

Finance, Policy and Audit Committee

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. Membership of the Finance, Policy and Audit Committee

- a) Membership of the committee will be as decided at the Annual meeting of Town Council each year, subject to the proviso that the Mayor and Town Mayor shall, in any event, be *ex officio* members with full voting rights;
- b) The committee will comprise of 7 Councillors;
- c) The committee shall be subject to a quorum of three of its members;
- d) Any changes in membership after the Annual meeting of the Town Council shall be subject to approval from Full Council.

2. The Chairman

- a) The Chairman of the committee will be elected by the committee at its first meeting after the Annual meeting of Town Council;
- b) The Vice-Chairman of the committee will be elected by the committee at its first meeting after the Annual meeting of Town Council.

3. Conduct of Meetings

- a) All meetings of the Finance, Policy and Audit committee will be public meetings and convened in accordance with the Town Council's Standing Orders;
- b) Meetings will be minuted by the Clerk to the Council, or in his/her absence by another member of staff or a member of the committee;
- c) The committee will meet on a quarterly basis;
- d) Members attend under the provision of the Town Councils adopted Code of Conduct.

4. Powers and responsibilities of the Finance, Policy and Audit committee

- a) To be responsible for focusing attention on all relevant aspect of the council's expenditure and investments; ensuring that the Council's finances and resources are managed in a responsible and prudent manner; assessing financial, contractual and organisational risk and the impact of expenditure on the Town Council's reserves and long-term plans on an ongoing basis; providing an opportunity for more detailed discussion and make recommendations to Full Council on the precept and budget;
- b) The Committee shall examine the Council's accounts and the annual return, ensuring that any significant irregularities are reported to Full Council without undue delay;
- c) The Committee shall monitor the income and expenditure of the Town Council and its committees throughout the year, ensuring that the amounts concerned are consistent with approved budgets and that any income shortfalls or expenditure in excess of budgets will not adversely affect the Councils overall financial position;
- d) The Committee shall consider budget recommendations from the Responsible Finance Officer, and agree upon an overall budget, reserves policy and precept requirements every year for recommendation and final approval by Full Council;
- e) For each financial year the committee shall agree the schedule of charges for the hire of Council offices and or equipment;

- f) Only members of the committee will be authorised signatures on the Town Council's bank accounts (any two to sign);
- g) Responsibility for maintaining a continuous internal audit system;
- h) Receiving and considering reports on internal audit and monitoring the implementation of approved action plans;
- i) Receiving and considering reports of the External Auditor and monitoring the implementation of approved action plans;
- j) The committee shall be responsible for overseeing the risk assessments, health and safety checks and maintenance inspections carried out, and (in the case of risk assessments) formal minuted annual reviews, satisfying itself that they are comprehensive, fully documented and up to date; ensuring that steps are taken to remedy any shortcomings, defects or problems arising;
- k) Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approved budget of a committee;
- l) Recommending the making or adoption of byelaws;
- m) To have delegated authority to agree the Council's Asset Register, Insurance Schedules (ensuring adequate cover is maintained), Annual Investment Strategy, Risk Assessment, Lettings Policy and Letting Income;
- n) To have delegated authority to agree Community Grant Funding Applications and other funding requests received up to a limit of £5,000 per grant application and £7,000 per community contribution;
- o) The award of specific grants of an exceptional nature;
- p) To have delegated authority to authorise expenditure within the Council's approved budgets on essential works including to the Town Arch, Gatehouse and Old Library Building;
- q) Recommending capital works and resourcing their implementation;
- r) To promote and maintain good public relations with all local stakeholders and with regional and national agencies;
- s) To institute, defend or settle any judicial or quasi-judicial proceedings on behalf of the Council and to engage legal advisers and barristers as required;
- t) Managing the operation of municipal buildings including setting of hire charges and lease charges;
- u) Recommending adoption of the corporate plan areas of focus and associated action plan with monitoring specifications;
- v) Overall management and review of performance targets contained within the areas of focus /corporate plan.
- w) The committee shall ensure that the Town Council's Standing Orders and Financial Regulations are reviewed periodically, submitting any amendments to Full Council for approval;
- x) The committee shall review any regulations or policies for recommendation to Full Council for approval.
- y) To review the Health and Safety and Fire Risk Assessments for the Drill Hall and Old Library Building.

TERMS OF REFERENCE AND SCHEME OF DELEGATION

Planning and Administration Committee

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. Membership of the Planning and Administration Committee

- a) Membership of the committee will be as decided at the Annual meeting of Town Council each year, subject to the proviso that the Mayor and Town Mayor shall, in any event, be *ex officio* members with full voting rights;
- b) The committee will comprise of 7 Councillors with representation taken from each ward;
- c) The committee shall be subject to a quorum of three of its members;
- d) Any changes in membership after the Annual meeting of the Town Council shall be subject to approval from Full Council.

2. The Chairman

- a) The Chairman of the committee will be elected by the committee at its first meeting after the Annual meeting of Town Council;
- b) The Vice-Chairman of the committee will be elected by the committee at its first meeting after the Annual meeting of Town Council.

3. Conduct of Meetings

- a) All meetings of the Planning and Administration committee will be public meetings and convened in accordance with the Town Council's Standing Orders;
- b) Meetings will be minuted by the Town Council's Administration officer or Clerk to the Council, or in their absence by another member of staff or a member of the committee;
- c) The committee will meet twice a month on the 2nd and 4th Wednesday, the second meeting of the month to precede the Council meeting;
- d) Members attend under the provision of the Town Councils adopted Code of Conduct.

4. Powers and responsibilities of the Planning and Administration committee

- a) To consider planning applications in respect of properties and developments in Chepstow and decide whether to support or object and submit recommendations to Monmouthshire County Council as required;
- b) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments or recommendations of support or objection;
- c) To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the Town, which may have an impact on planning at local, regional or national level, and to submit recommendations to Full Council for approval;
- d) To take note of decision notices in respect of planning applications received from the County Council;
- e) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training;

- f) Planning matters of a strategic or substantial nature having a significant impact on the community to be referred to Full Council
- g) To make representations where relevant in relation to CIL revenue collected by Monmouthshire County Council
- h) Commenting on proposals for the creation or modification of conservation areas.
- i) To alert the local planning authority to any alleged development control breaches in Chepstow.
- j) To make representation on planning appeals and to appoint a delegate to attend planning inquiries and Monmouthshire County Council meetings including site visits as required.
- k) Dealing with general matters affecting the historic environment and heritage of Chepstow.
- l) Making observations relating to applications for public entertainment, street trading and other similar licences.
- m) Commenting on local development plans and other long term planning documents.ie NDF
- n) To comment on issues such as proposed new community woodlands, pre-application consultations on telecommunication masts, proposed post office closures and the provision of public payphones.
- o) Making observations on matters affecting public footpaths in and around the town.
- p) Commenting on matters affecting public lighting provision or maintenance in the town.
- q) Making observations on matters affecting public transport in the town.
- r) Providing comments to Monmouthshire County Council in relation to street naming.
- s) Making observations on matters affecting traffic management proposals in and around the town.
- t) Making observations on proposals to introduce new tree preservation orders.

TERMS OF REFERENCE AND SCHEME OF DELEGATION

Personnel Committee

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. Membership of the Personnel Committee

- a) Membership of the committee will be as decided at the Annual meeting of Town Council each year, subject to the proviso that the Mayor and Town Mayor shall, in any event, be *ex officio* members with full voting rights;
- b) The committee will comprise of 7 Councillors;
- c) The committee shall be subject to a quorum of three of its members;
- d) Any changes in membership after the Annual meeting of the Town Council shall be subject to approval from Full Council.
- e) Members are appointed for the duration of the Council.

2. The Chairman

- a) The Chairman of the committee will be elected by the committee at its first meeting after the Annual meeting of Town Council;
- b) The Vice-Chairman of the committee will be elected by the committee at its first meeting after the Annual meeting of Town Council.

3. Conduct of Meetings

- a) All meetings of the Personnel committee will be public meetings and convened in accordance with the Town Council's Standing Orders;
- b) Meetings will be minuted by the Clerk to the Council, or in his / her absence by another member of staff or a member of the committee;
- c) The committee will meet 4 times a year – March, June, September and November;
- d) Members attend under the provision of the Town Councils adopted Code of Conduct.

4. Powers and responsibilities of the Personnel committee

- a) To undertake the recruitment process of all Town Council staff to include a review of job descriptions, person specifications and application forms prior to advertising, to form a panel to shortlist and interview candidates making recommendations to Full Council in respect of all permanent Town Council positions;
- b) To review and monitor the Council's employment arrangements including training and development of staff and councillors, the implementation of the appraisal scheme, review of staff contracts, implementation of policies and procedures, training and development budget;
- c) To review staff appraisals, staff establishment and agree incremental pay rises if appropriate;
- d) To recommend changes to the Council's approved staffing matrix;
- e) To appoint 3 committee members to a Grievance and Disciplinary Panel, as and when required, and for that panel to determine any grievance or disciplinary matter in line with Town Council policy;
- f) To appoint 3 committee members to an Appeals Panel, as and when required, and for that panel to make recommendations to Full Council in respect of an appeal

against the decision of the Grievance and Disciplinary Panel in line with Town Council policy;

- g) To hear and determine appeals in respect of disciplinary proceedings and job evaluation;
- h) To oversee any process leading to dismissal of Town Council staff, including redundancy, following guidance issued by the Town Council's HR provider;
- i) To keep under review staff working conditions;
- j) To monitor and address regular or sustained staff absence following guidance issued by the Town Councils HR provider;
- k) To consider any appeal against a decision in respect of pay;

TERMS OF REFERENCE AND SCHEME OF DELEGATION

Town Amenities Committee

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. Membership of the Town Amenities Committee

- a) Membership of the committee will be as decided at the Annual meeting of Town Council each year, subject to the proviso that the Mayor and Town Mayor shall, in any event, be *ex officio* members with full voting rights;
- b) The committee will comprise of 7 Councillors with representation taken from each ward;
- c) The committee shall be subject to a quorum of three of its members;
- d) Any changes in membership after the Annual meeting of the Town Council shall be subject to approval from Full Council.

2. The Chairman

- a) The Chairman of the committee will be elected by the committee at its first meeting after the Annual meeting of Town Council;
- b) The Vice-Chairman of the committee will be elected by the committee at its first meeting after the Annual meeting of Town Council.

3. Conduct of Meetings

- a) All meetings of the Planning and Administration committee will be public meetings and convened in accordance with the Town Council's Standing Orders;
- b) Meetings will be minuted by the Clerk to the Council, or in his / her absence by another member of staff or a member of the committee;
- c) The committee will meet 4 times a year – March, June, September and November;
- d) Members attend under the provision of the Town Councils adopted Code of Conduct.

4. Powers and responsibilities of the Town Amenities committee

- a) To be responsible for community and town amenities and have authority to authorise expenditure within the Council's approved budgets for Chepstow in Bloom, Christmas Lighting, Town Publications, Summer play schemes, Notice Boards, Benches and War Memorials;
- b) To make decisions relating to the maintenance repairs and protection of war memorials;
- c) To manage tree planting and orchards schemes;
- d) To manage the provision of public toilets;
- e) To manage dog bins and disposal;
- f) To deal with all aspects of the Markets;
- g) To monitor the administration of the day to day running of community facilities under the control of the Council for both young and old;
- h) To comment on all matters relating to the management of public car parks and car parking Inc. traffic lights;
- i) To manage the Council's arts-related activities including direct promotions and liaison with other providers i.e. Chepstow Festival and TIC;

- j) To manage the Council's arts-related activities including direct promotions and liaison with other providers. Including bands on the bandstand, TIC, museum, festivals and shows;
- k) To monitor and review the Summer Play scheme.

TERMS OF REFERENCE AND SCHEME OF DELEGATION Consultative Committee

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. Membership of the Consultative Committee

- a) Membership of the committee will be as decided at the Annual meeting of Town Council each year;
- b) The committee will comprise of the Chairs of the Finance, Policy and Audit Committee, Personnel Committee, Planning Committee, the Town Amenities Committee, the Town Mayor and Deputy Town Mayor;
- c) The committee shall be subject to a quorum of three of its members;
- d) Any changes in membership after the Annual meeting of the Town Council shall be subject to approval from Full Council.

2. The Chairman

- a) The Chairman of the committee will be elected by the committee at its first meeting after the Annual meeting of Town Council;
- b) The Vice-Chairman of the committee will be elected by the committee at its first meeting after the Annual meeting of Town Council.

3. Conduct of Meetings

- a) All meetings of the Consultative committee will be public meetings and convened in accordance with the Town Council's Standing Orders;
- b) Meetings will be minuted by the Clerk to the Council, or in his / her absence by another member of staff or a member of the committee;
- c) The committee will meet on an ad hoc basis as and when required;
- d) Members attend under the provision of the Town Councils adopted Code of Conduct.

4. Powers and responsibilities of the Consultative committee

- a) To have delegated authority for responding to consultative documents on behalf of the Council.

TERMS OF REFERENCE AND SCHEME OF DELEGATION

Complaints Committee

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. Membership of the Complaints Committee

- a) Membership of the committee will be as decided at the Annual meeting of Town Council each year;
- b) The committee will comprise of the Chairs of the Finance, Policy and Audit Committee, Personnel Committee, Planning Committee, the Town Amenities Committee, the Town Mayor and Deputy Town Mayor;
- c) The committee shall be subject to a quorum of three of its members;
- d) Any changes in membership after the Annual meeting of the Town Council shall be subject to approval from Full Council.

2. The Chairman

- a) The Chairman of the committee will be elected by the committee at its first meeting after the Annual meeting of Town Council;
- b) The Vice-Chairman of the committee will be elected by the committee at its first meeting after the Annual meeting of Town Council.

3. Conduct of Meetings

- a) All meetings of the Complaints committee will be public meetings and convened in accordance with the Town Council's Standing Orders;
- b) Meetings will be minuted by the Clerk to the Council, or in his / her absence by another member of staff or a member of the committee;
- c) The committee will meet on an ad hoc basis as and when required;
- d) Members attend under the provision of the Town Councils adopted Code of Conduct.

4. Powers and responsibilities of the Consultative committee

- a) To have delegated authority to determine any complaints in a timely manner;
- b) Determination and monitoring of the Complaints procedure.

TERMS OF REFERENCE AND SCHEME OF DELEGATION

Working Party

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

Full Council or suitably authorised Committees may form or disband a Working Party who will carry out tasks as defined by Full Council or the authorised Committee. Specific Terms of Reference will be agreed at the point of the Working Party being established.

1. Membership of the Working Party

- a) Membership of the committee will be as decided at the meeting at which it is established;
- b) The Working Party must consist of a least 5 Councillors;
- c) The committee shall be subject to a quorum of three of its members.

2. The Leader

- a) The Leader of the Working Party will be decided on at the time of the first Working Party meeting.

3. Conduct of Meetings

- a) A Working Party do not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies;
- b) All Members of Council are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation.

4. Powers and responsibilities of a Working Party

- a) To tackle issues as directed by either Full Council or authorised Committee;
- b) To be task specific;
- c) To examine an issue in detail, read reports and related materials, examine options, get advice for the Council or relevant Committee;
- d) To make recommendations either to Full Council or the relevant Committee by way of a written report explaining the recommendations, reasons and options available;
- e) No funding or monies are to be spent or committed by a Working Party;
- f) Working Parties cannot make decisions on behalf of the Town Council, and any recommendations made by working parties will be subject to approval by the Council or suitable authorised committee.

DELEGATION OF COMMITTEES

The matters listed in the matrix below are delegated to the Council's committees, working parties or appointment panels. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and approved policy framework and may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned.

Where a sub-committee, working party or panel in lieu of exercising its delegation refers a matter to its parent committee the delegation is exercisable by the committee. Nevertheless, the committee may decide not to exercise this delegated power and may instead make a recommendation to the Council. *This list is not exhaustive.*

Service Area	Function	Committee/Group
Agency Agreements	Recommending agency agreements and joint working practices such as clustering, establishment review, whole place planning place plans.	Finance, Policy and Audit / Town Amenities Committee
Audit	Responsibility for maintaining a continuous internal audit system.	Finance Policy and Audit Committee
	Receiving and considering reports on internal audit and monitoring the implementation of approved action plans.	Finance Policy and Audit Committee
	Receiving and considering reports of the External Auditor and monitoring the implementation of approved action plans.	Finance Policy and Audit Committee
Budgetary Control	Recommending the annual budget and resolutions for level of precept.	Finance, Policy and Audit Committee
	Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approved budget of a committee.	Finance, Policy and Audit Committee
Buildings	Managing the operation of all Council buildings including setting of hire charges.	Finance Policy and Audit Committee
Capital Expenditure	Recommending capital works and resourcing their implementation. Developing the Medium Term Budget Strategy	Finance Policy and Audit Committee

Service Area	Function	Committee/Group
Chepstow Events	Organising events and liaison with community groups. Managing the Council's arts-related activities including direct promotions and liaison with other providers. Including bands on the bandstand, TIC, Museum, Festivals and shows.	Town Amenities Committee
Community Centres/Halls	To have overall responsibility for monitoring the day to day administration and management of the day to day running of the Drill hall.	Full Council delegated to the Drill Hall Management Committee
	To have overall responsibility for monitoring the day to day administration and management of the day to day running of the Bulwark Community Centre Management Committee..	Full Council delegated to the Bulwark Community Centre Management Committee
Community Infrastructure Levy	To make representations where relevant in relation to CIL revenue collected by Monmouthshire County Council .	Planning and Administration Committee
Community Facilities	To monitor the administration of the day to day running of community facilities under the control of the Council.	Town Amenities Committee
Community Governance	Place plans well being assessment	All Committees and Full Council
Community Orchards	To monitor the administration of the day to day running of community orchards under the control of the Council.	Town Amenities Committee
Complaints	Determination and the monitoring of the Complaints procedure and to determine any outcomes from complaints in a timely manner.	Complaints Committee Ad hoc
Development Control	Commenting on planning applications referred to the Council for comment.	Planning and Administration Committee
	To alert the local planning authority to any alleged development control breaches	Planning and Administration Committee

Service Area	Function	Committee/Group
	in Chepstow. To make representation on planning appeals and to appoint a delegate to attend planning inquiries including site visits and Monmouthshire County Council meetings as required.	Planning and Administration Committee
Dog Waste and provision of bins	Management of dog bins and disposal	Town Amenities
Electoral Matters	Commenting on proposals from the Local Government Democracy and the Boundary Commission for Wales.	Consultation Committee
Environment	Dealing with general matters affecting the historic environment and heritage of Chepstow.	Planning and Administration Committee and Full Council
External Consultation and Representation including relationships with stakeholders community governance etc.	Commenting on consultation documents from other bodies.	Consultation Working Party
	To promote and maintain good public relations with all local stakeholders and with regional and national agencies.	Finance, Policy and Audit Committee
Financial Matters	Managing the Council's financial affairs.	Finance, Policy and Audit Committee
Grants	Award of general revenue grants and community contributions to local organisations and groups.	Finance, Policy and Audit Committee within delegated limits
	Award of specific grants of an exceptional nature.	Finance, Policy and Audit Committee
Heritage	Dealing with general matters affecting the historic environment and heritage of Chepstow.	Planning and Administration Committee
Insurance	Arranging and maintaining insurance cover in respect of the Council's assets and activities against a wide range of risks.	Finance, Policy and Audit Committee
Investments	Arranging and participating in schemes for financial investment	Finance, Policy and Audit Committee
Land Management	Managing and maintaining the	Finance, Policy and Audit

Service Area	Function	Committee/Group
	Council's buildings	Committee
	Managing, maintaining and monitoring demand for services.	Finance, Policy and Audit Committee
	To institute, defend or settle any judicial or quasi-judicial proceedings on behalf of the Council and to engage legal advisers and barristers as required.	Finance, Policy and Audit Committee (relating to the recovery of monies due to the Council not falling within the remit of other Committee)
Legal Proceedings	Making observations relating to applications for public entertainment, street, and other similar licences.	Finance, Policy and Audit Committee.
Licensing Matters Community Governors (formerly Minor Authority representatives)	To deal with all aspects of the recruitment and selection of community governors including interviewing, selection and appointment.	Full Council
Markets	To deal with all aspects of the Markets	Town Amenities Committee
Motor Vehicles plant and machinery	To be responsible for the maintenance leasing of vehicles in connection with the Council's services.	Finance, Policy and Audit Committee
Performance Matters	Recommending adoption of the corporate plan areas of focus and associated action plan with monitoring specifications.	Finance, Policy and Audit Committee
Planning Policy	Overall management and review of performance targets contained within the areas of focus /corporate plan.	Finance, Policy and Audit Committee
	Commenting on local development plans and other long term planning documents. I.e. NDF	Planning and Administration Committee
	To comment on issues such as proposed new community woodlands, pre-application consultations on telecommunication masts, proposed post office closures and the provision of public payphones.	Planning and Administration Committee

Service Area	Function	Committee/Group
Policy Issues	Assisting in the development of new policies or changes in policy.	Relevant Committee
Publicity	Commenting on strategic policy documents and consultation papers issued by the Welsh Government and other bodies in Wales.	Consultation Committee
	Managing the Council's public relations activities and the content and circulation of the quarterly newsletter.	Council, Town Mayor and Town Clerk
Public Footpaths	Making observations on matters affecting public footpaths in and around the town.	Planning and Administration Committee
Public Lighting	Commenting on matters affecting public lighting provision or maintenance in the town.	Planning and Administration Committee
Public Toilets	Management of public toilets.	Town Amenities / Full Council
Public Transport	Making observations on matters affecting public transport in the town.	Planning and Administration Committee / Full Council
Risk Management	Managing the Council's risk management practices and procedures, including Fire Risk and Health and Safety for all properties.	Finance, Policy and Audit Committee
Staffing	Recommending changes to the Council's approved staffing establishment.	Personnel Committee
	Reviewing and monitoring the Council's employment arrangements including training and development of staff and councillors, the implementation of the appraisal scheme, review of staff contracts, implementation of policies and procedures, training and development budget.	Personnel Committee
	To receive and consider applications for vacant posts Grade 6 and above and to interview shortlisted	Personnel Committee

Service Area	Function	Committee/Group
	candidates.	
	To hear and determine appeals in respect of disciplinary proceedings and job evaluation grading.	Appeals Sub Committee
	See Committee and member support.	Finance, Policy and Audit Committee
Street sweeping manual and Street Scene Services	Making observations on matters affecting street scene services manual cleansing and management proposals in and around the town	Town Amenities Committee
Street Naming	Providing comments to Monmouthshire County Council in relation to street naming.	Planning and Administration Committee
Town Clerk and Proper Officer and RFO and Deputy Town Clerk	Recommending the appointment of the Town Clerk and Proper Officer as well as the RFO.	Personnel Committee
Traffic Issues	Making observations on matters affecting traffic management proposals in and around the town.	Planning and Administration Committee
Trees	Managing tree planting schemes. Making observations on proposals to introduce new tree preservation orders.	Town Amenities Committee
War Memorials	Making decisions relating to the maintenance repairs and protection of War Memorials	Full Council

1. DELEGATION TO OFFICERS

The following delegations are subject to them being implemented within the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations. *This list is not exhaustive.*

Service Area	Function	Officer
Audit	To maintain a continuous internal audit.	Town Clerk
Communications	To deal with all press and public relations on behalf of the Council in line with the approved Media Policy contained in the staff Handbook.	Town Clerk
Documents	To sign documents on behalf of the Council.	Town Mayor / Town Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.	Town Clerk
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with the Emergency Planning team at the MC Council.	Town Clerk
Finance	To administer the Council's bank balances.	Town Clerk
	To maintain adequate insurance cover for the Council's activities and property.	Town Clerk
	To act as the Responsible Financial Officer.	Town Clerk
	To authorise the payment of accounts	Town Clerk
	To write off outstanding debts in accordance with Financial Regulations.	Town Clerk
	Authorisation of routine expenditure within the agreed budget.	Town Clerk
	Emergency expenditure up to	Town Clerk

Service Area	Function	Officer
	£7000 outside of the agreed budget as per Financial Regulations.	
	Authorisation of expenditure on works up to a maximum of £7000 in any one case outside of approved budgets as per Financial Regulations.	Town Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Town Clerk
Governance	To receive declarations of acceptance of office.	Town Clerk
	To receive and record notices disclosing personal interests.	Town Clerk
	To receive and review plans and documents in accordance with the approved document retention scheme.	Town Clerk
	Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be decided by the Council or its Committees.	Town Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved budget.	Town Clerk
Land and Property	To purchase necessary goods and supplies.	Town Clerk
	To maintain the Council's offices and property in accordance with Financial Regulations and to maintain the Asset register	Town Clerk
	To arrange for grass cutting	Town Clerk

Service Area	Function	Officer
	frequencies in relation to the maintenance of open areas within the town for which the Council is responsible.	
	To devise planting schemes for the various open areas for which the Council is responsible.	Town Clerk
	To ensure that trees for which the Council is responsible are maintained in safe condition in accordance with good arboriculture practice.	Town Clerk
	To administer the Town Markets	Town Clerk
Lettings	To authorise casual lettings of the Council's various properties subject to payment in accordance with the approved scale of charges.	Town Clerk
Member support	To deal with member requests for secretarial or administrative support in connection with their duties.	Town Clerk / Administration Office
Motor Vehicles and Plant and machinery and equipment	To maintain, repair and renew the Council's motor vehicles, plant and equipment.	Town Clerk
Proper Officer	To act as the Council's proper officer in accordance with the job description for the role.	Town Clerk
Staffing	To undertake the duties of the Head of Paid Service and ensure that all staff effectively perform their functions as contained in their job descriptions.	Town Clerk
	To implement national pay awards and conditions of service, in line with National agreement and following resolution from the Personnel Committee	Town Clerk
	Within the approved budget, to administer the staffing establishment and the national agreement on pay	Town Clerk

Service Area	Function	Officer
	and conditions following resolution from the Personnel Committee.	
	Day to day supervision and control of staff including the implementation of all personnel procedures as line manager of staff.	Town Clerk