

WALMER PARISH COUNCIL

TERMS OF REFERENCE

THE AMENITY AND ENVIRONMENT COMMITTEE

MEMBERSHIP

- The Amenity and Environment Committee shall consist of up to 7 councillors (plus the Chairman and Vice-Chairman of the Council *ex officio* if they have not been appointed to the Committee at the Annual Meeting of the Town Council. The Chairman and/or Vice-Chairman of the Council may elect, at the Annual Meeting of the Town Council, not to serve *ex officio* on any Committee.)
- All Committee members will receive papers for Committee meetings by email when they are published on the Town Council's website. Committee members may elect to receive paper copies of the agenda papers instead of by email and these will be provided as soon as practicable. Paper copies of the agenda papers will be available to all Committee members prior to the start of each meeting.
- The Committee's quorum shall be 3 members, which may include the Chairman and/or Vice-Chairman of the Town Council if they are *ex-officio*.

PROCEDURES

- The Committee will operate within Local Government law and in accordance with the Council's Standing Orders.
- At the first meeting of the Committee after the Annual Meeting of the Town Council, the Committee shall elect a Chairman and Vice-Chairman for the forthcoming Council year from amongst the Committee membership. The previous Chairman and Vice Chairman may be re-elected.
- The Committee will submit minutes of its meetings, once approved by the Committee, to the next meeting of the Town Council for information and to seek approval for any recommendations which may exceed the Committee's budget or stated functions.
- The Committee will submit a budget (if required) through the Town Council's budgetary process to the Town Council for the following financial year.
- The Clerk to the Council, or another appropriate officer, will provide administrative support to the Committee.

FREQUENCY OF MEETINGS

- Meetings normally will take place as and when agreed at the Annual Meeting of the Council, though additional meetings may be held and programmed meetings may be cancelled according to the business needs of the Town Council with the agreement of the Chairman and Vice-Chairman of the Committee in consultation with the Clerk.

FUNCTIONS

- A. To consider any issues relating to the management of land and facilities within the Town Council area which are not otherwise covered by specific Working Groups.
- B. To discuss and oversee those matters which have been referred to the Committee by the Town Council:
 - 1) Allotments Management, including the level of fees and charges.
 - 2) The management of the Town Council's land holdings and making recommendations to the Town Council regarding the acquisition and/or disposal or leasing of land holdings.

- a. Footpaths and Public Rights of Way.
 - b. Infrastructure Provision, such as information boards, salt bins
 - c. Dog-fouling, Waste and Recycling including the provision of rubbish and dog waste bins.
 - d. Tree Planting and Biodiversity, including liaison with Tree Wardens.
 - e. Cycling, Walking and Disability Access provision.
 - f. Youth facilities support and provision.
- C. To receive the minutes and recommendations of the Climate Emergency Working Group and to incorporate the Working Group's into the business of the Committee.
 - D. To appoint a minimum of 3 members to the Climate Emergency Working Group, with additional members being appointed by and from the wider Town Council membership.
 - E. To appoint appropriate liaison officers, representatives or working group members, as required, in order to facilitate the work of the Committee, unless previously appointed by the Town Council.
 - F. To identify any additional land or facilities which may require consideration by, or the attention of, the Town Council.
 - G. To undertake any other functions as may be required by the Town Council.

**WALMER TOWN COUNCIL
TERMS OF REFERENCE FOR
THE EVENTS COMMITTEE**

MEMBERSHIP

- The events committee shall consist of at least 6 councillors (plus the chairman and vice chairman of the Town Council, unless they signify they do not wish to serve) who shall be elected by the Council and be re-elected each year at the Annual Meeting of the Town Council.
- All Councillors can receive papers for committee meetings and have the right to attend meetings and speak but not vote on Agenda Items unless co-opted.

PROCEDURES

- The committee will operate lawfully and in accordance with the Council's standing orders.
- The quorum for the meeting shall be three. Business cannot be transacted with fewer than three voting members present.
- At the first meeting of the committee after the Annual Meeting of the Town Council the committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the committee membership (bearing in mind that the Chairman of the Town Council may only chair one committee).
- The Chairman and Vice Chairman may be re-elected.
- The committee will submit minutes of meetings to the next Town Council meeting and seek approval for recommendations made.
- The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting.
- The Clerk to the Council or Appropriate Officer shall provide administrative support for the committee.

FREQUENCY OF MEETINGS

- Meetings to take place at regular intervals as required to facilitate the events occurring.

FUNCTIONS

The committee shall:-

- Seek ideas for new events to present to the council for approval.
- Oversight of the planning and organising the events
- Ensure the council obtains all relevant permissions from the responsible organisations to allow the events to proceed lawfully and safely.
- Oversight of the determining requirements and specifications for contractors and service providers.
- To appoint appropriate liaison officers, representatives or sub committee members to facilitate the work of the Committee unless previously appointed by the Council.
- To undertake any other functions as maybe required of the Council.

WALMER PARISH COUNCIL TERMS OF REFERENCE

THE FINANCE AND GENERAL PURPOSES COMMITTEE

MEMBERSHIP

- The Finance and General Purposes Committee shall consist of up to 6 councillors (plus the Chairman and Vice-Chairman of the Council *ex officio* if they have not been appointed to the Committee at the Annual Meeting of the Town Council. The Chairman and/or Vice-Chairman of the Council may elect, at the Annual Meeting of the Town Council, not to serve *ex officio* on any Committee.).
- All Committee members will receive papers for Committee meetings by email when they are published on the Town Council's website. Committee members may elect to receive paper copies of the agenda papers instead of by email and these will be provided as soon as practicable. Paper copies of the agenda papers will be available to all Committee members prior to the start of each meeting.
- The Committee's quorum shall be 3 members, which may include the Chairman and/or Vice-Chairman of the Town Council if they are *ex-officio*.

PROCEDURES

- The Committee will operate within Local Government law and in accordance with the Council's Standing Orders.
- At the first meeting of the Committee after the Annual Meeting of the Town Council, the Committee shall elect a Chairman and Vice-Chairman for the forthcoming Council year from amongst the Committee membership. The previous Chairman and Vice Chairman may be re-elected.
- The Committee will submit minutes of its meetings, once approved by the Committee, to the next meeting of the Town Council for information and to seek approval for any recommendations which may exceed the Committee's budget or stated functions.
- The Committee will submit a budget (if required) through the Town Council's budgetary process to the Town Council for the following financial year.
- The Clerk to the Council, or another appropriate officer, will provide administrative support to the Committee.

FREQUENCY OF MEETINGS

- Meetings normally will take place as and when agreed at the Annual Meeting of the Council, though additional meetings may be held and programmed meetings may be cancelled according to the business needs of the Town Council with the agreement of the Chairman and Vice-Chairman in consultation with the Clerk.

FUNCTIONS

- A. To prepare precept estimates and other budgetary information for consideration by the Town Council.
- B. To monitor the Town Council's expenditure, income and reserves, and to draw the attention of the Town Council to any matters of concern
- C. To undertake an annual review of the financial management policies, procedures and regulations of the Town Council and to make recommendations for any changes required.
- D. To discuss and make recommendations to the Town Council on matters delegated to the Committee currently: publicity and publications, and health and safety policies.

- E. To appoint appropriate liaison officers, representatives or working group members, as required, in order to facilitate the work of the Committee, unless previously appointed by the Town Council.
- F. To check and advise the Town Council on matters of internal audit with particular regard to the Annual Governance and Accountability Report.
- G. To undertake any other functions as may be required by the Town Council or by changes in legislation.

**WALMER TOWN COUNCIL
TERMS OF REFERENCE FOR
THE HUMAN RESOURCES COMMITTEE**

MEMBERSHIP

- The Human Resources Committee shall consist of a minimum of three Councillors, the Chairman and Vice Chairman plus at least one other member of the Town Council who shall be appointed and may be re-appointed each year at the Annual Meeting of the Town Council.

PROCEDURES

- The Committee will operate in accordance with Local Government Law and in accordance with the Council's Standing Orders except that meetings be held in private due to the sensitive nature of the issues under discussion.
- At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- The Committee will submit minutes of meetings to the next meeting of the Town Council and seek approval for recommendations made.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

- The Committee will normally meet twice a year, once in October and once in March but may meet as many times as required to resolve any outstanding issues.

COMMITTEE FUNCTIONS

- The Committee shall:-
- Undertake an annual review of the terms of employment of staff employed by the Council and make recommendations on any changes required in order to comply with legislation and guidance issued by the National Association of Local Councils (NALC) and/or the Society of Local Council Clerks (SLCC).
- Oversee pension administration
- Bring to the attention of the Clerk any internal complaints or concerns made by members relating to the functioning of the office or the work of any individual members of staff.
- Discuss any complaints or concerns staff may have with members' conduct or actions.
- Review the Council's Complaints Procedure at least annually.
- In conjunction with the Clerk to review and monitor the workload and responsibilities of staff and consider if any changes in hours, job descriptions, leave entitlement and/or salaries are required or desirable and determine the financial implications of any changes.
- To support the Clerk with his duties as Administration Team manager that ensures the correct training and development of the team
- Undertake any other functions as may be required by Council.
- Ensure staff members are aware of grievance procedures as detailed in the Staff Handbook and regularly review these procedures as necessary.

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**WALMER TOWN COUNCIL
TERMS OF REFERENCE FOR
THE PLANNING COMMITTEE**



MEMBERSHIP

- The Planning Committee shall consist of at least SIX Councillors (plus the Chairman and Vice Chairman of the Town Council, unless they signify that they do not wish to serve) who shall be elected at the Annual Meeting of the Town Council.
- The planning committee requires at least 3 committee members to achieve quorum.
- Members shall have full voting rights.
- All WTC Councillors may receive papers for committee meetings and have the right to attend meetings and speak but not vote on Agenda Items.

PROCEDURES

- The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.
- At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- Each application will be assigned via the office to two councillors to carry out a review of the application and report back to the meeting on their findings prior to a vote being called.
- The Committee will submit copies of its minutes of its meetings for noting to the next meeting of the Town Council.
- The Committee will submit a budget (if required) to the Council for the forthcoming financial year at the appropriate meeting (normally November).
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.
- Decisions will be based on a simple majority vote of members present at the table. This decision will be binding on all members who have not declared a prior interest and absented themselves from the decision-making process. Any member at the table may request that their disagreement with the decision be recorded in the minutes.

FREQUENCY OF MEETINGS

- The Committee shall, normally, meet monthly on a Tuesday at 7.00pm unless varied by agreement of the Committee.

COMMITTEE FUNCTIONS

- As a consultee to determine the Council's response to planning applications made to Dover District and Kent County Council within Walmer's boundary.
- To determine the Council's response to consultations on planning applications from Dover District Council and Kent County Council.
- To determine the Council's response to statutory and non-statutory planning policy documents.
- To select from its membership a person or persons to represent the Council's previously agreed views at site meetings, public enquiries etc.
- To invite applicants or members of the public who wish to make representations to attend and speak at Planning Committee meetings.
- To issue publicity notices concerning the committee's meetings and activities.
- To monitor applications and determine the Council's response to tree works in the Town.
- If appropriate to highlight the relevant Design Principles contained within the Walmer Design Statement when returning responses to applications within the Town).
- To nominate appropriate liaison officers, representatives or sub-committees to facilitate the work of the committee.

- To undertake any other functions as may be required by Council.

NOTIFICATION PROCEDURES

- The office will place a yellow laminated sheet in public at the most convenient location near the application 11 days (or on the day of receipt whichever gives the most amount of time for the public to view the notice before the meeting) address advertising date, time and location of the meeting to review application.

**WALMER TOWN COUNCIL
TERMS OF REFERENCE FOR
THE WALMER IN BLOOM COMMITTEE**



MEMBERSHIP

- The Walmer in Bloom Committee shall consist of **FOUR** Councillors (plus the Chairman and Vice Chairman of the Town Council, unless they signify that they do not wish to serve) who shall be elected and may be re-elected each year at the Annual Meeting of the Town Council.
- Up to 6 additional members of the electorate or from the local area may be co-opted on to the committee and their co-option will be confirmed at the first committee meeting after the Annual Meeting.
- All councillors shall have full voting rights on the committee.
- Non-councillor members shall have no voting rights.
- All Councillors will receive papers for committee meetings and have the right to attend meetings and speak but not vote on Agenda Items.

PROCEDURES

- The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.
- At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- The Committee will submit minutes of meetings to the next meeting of the Town Council and seek approval for recommendations made.
- The Committee will submit a budget (if required) to the Council for the forthcoming financial year at the appropriate meeting (normally November).
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

The Committee shall normally meet monthly between January and October each year unless varied by the agreement of the Committee.

COMMITTEE FUNCTIONS

- Oversight of plans to promote the visual enhancement of Walmer as part of its "In Bloom" Campaign
- Oversight of determination of contracts and specific works required in line with agreed budgets in the following areas
 - Oversight of provision, planting, erection and maintenance of floral displays
 - Oversight of staging and promotion of appropriate competitions and activities
 - Oversight of liaison with all appropriate organisations and individuals to encourage
 - Oversight of the development of permanent landscaping schemes in appropriate areas
- The promotion of sustainable development initiatives
- The improvement of areas of the Town which have become untidy or derelict
- To nominate appropriate liaison officers, representatives or sub-committees to facilitate the work of the committee unless previously appointed by the Council
- Undertake any other functions as may be required by Council.
- Oversight of the determination and review the management of Hawkshill in relation to the management plan, bearing in mind the conflicting demands of providing an amenity for residents and the environmental needs of the site.
- Make recommendations for Hawkshill on specific works to be undertaken.
- Determine contract specifications and oversee works in line at Hawkshill.

- Organise voluntary work at Hawkshill.
- Promote the use of the common to residents and visitors.

**WALMER TOWN COUNCIL
TERMS OF REFERENCE FOR
THE CLIMATE EMERGENCY WORKING GROUP**

MEMBERSHIP

- The Climate Emergency Working Group shall consist of a minimum of three Councillors plus invited environmental experts and representatives from the local community who are interested in tackling the climate emergency.
- Councillor members shall have full voting rights on the committee on matters relating to the Council's commitment to tackling the climate emergency.
- Non-councillor members shall have no voting rights.
- All members of the Council who request them will receive papers for working group meetings and all Councillors have the right to attend meetings and speak but not vote on Agenda Items.
- Any representative who does not attend a meeting for 6 months and does not supply apologies will be automatically removed from the working group.

PROCEDURES

- At the first meeting of the Climate Emergency Working Group after the Annual Meeting of the Town Council the Working Group shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Working group membership. The Chairman and Vice Chairman may be re-elected.
- The Working Group will submit minutes of their meetings to the next meeting of the Amenity & Environment Committee and seek approval for recommendations made.
- The Working Group will submit a budget to the Finance and General Purposes Committee via the Amenity and Environment committee for the forthcoming financial year (if appropriate) at or before the November meeting.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

The Committee will normally meet 2 – 4 weeks prior to each scheduled Amenity and Environment Committee meeting. The schedule will be established by the Clerk and the Chairman of the Working Group and published along with all other committee meetings. Meetings will take place in the Parish Office or other suitable venue or via Zoom and will be open to the public.

COMMITTEE FUNCTIONS

The Working Group shall: -

- Assist Walmer Town Council in becoming a carbon-neutral organisation by 2025.
- Explore the means to assist other organisations in Walmer to reduce their direct and indirect CO2 and other emissions.
- Encourage use and provision of electric vehicles - both private and public transport
- Encourage walking and cycling as an alternative to driving and for health benefits
- Encourage sustainable energy use and reduce consumption of energy overall
- Share information with residents on how to reduce their carbon footprint and save money.
- Encourage a reduction in use of plastics, maximise recycling and use materials efficiently overall
- Promote home and business energy efficiency
- Protect, conserve and enhance the natural environment and biodiversity

- Encourage zero carbon sustainable building projects and developments in Walmer and the wider district.
- Promote a Local Nature Recovery Strategy in Walmer wherever practicable, in conjunction with specialist officers of Dover District and Kent County Councils and with other bodies.
- Liaise with other local councils and with Dover District Council in particular, through the medium of the new DDC Climate and Nature Forum.
- To cooperate with other appropriate local and national bodies to fulfil the Working Group Terms of Reference.