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In these Standing Orders ‘he’ shall be read so as to mean ‘s/he’. Where reference is made to the ‘Town Clerk’ in the absence of the Town Clerk the Deputy Clerk is nominated by the Council as the person to act – unless specified otherwise. Where reference is made to the Responsible Financial Officer (RFO) it should be noted that the RFO is also, in terms of this Council, the Town Clerk or, in their absence, the Deputy Town Clerk

1. MEETINGS

- 1.1 Meetings of the Council shall normally be held on a Thursday at 7pm, The Castle, Bude unless the Council decides otherwise
- 1.2 The Statutory Annual meeting:
 - (a) **in an election year shall be held within fourteen days following the ordinary day of elections to the Council**
 - (b) **in a year which is not an election year shall be held on the third Thursday in May**
- 1.3 **Additional meetings shall be held on the first Thursday of each month**
- 1.4 Council meetings may close at 10pm or later, at the discretion of the Chairman. Any unresolved business shall be carried over either to a special meeting or the next full Council or necessary committee
- 1.5 The following rules apply to all meetings of the Council:
 - a) smoking is not permitted
 - b) the use of cameras, video and audio recorders is forbidden at any meeting of the Council and in the Council Chamber
 - c) mobile phones must be switched off during meetings unless granted dispensation by the Chairman
- 1.6 An extraordinary meeting of the Council may be called at any time by the Mayor
- 1.7 If the Mayor refuses to call an extraordinary meeting of the Council after a requisition for that purpose signed by two members of the Council has been presented to him, or if, without so refusing, the Mayor does not call an extraordinary meeting within seven days after such requisition has been presented to him, any two members of the Council on that refusal, or on the expiration of those seven days, as the case may be, may forthwith convene an extraordinary meeting of the Council

2. CHAIRING OF MEETINGS

The Chairman of a meeting shall normally be the Mayor or in his absence the Deputy Mayor. **If both the Mayor and Deputy Mayor are absent the person appointed under Standing Order 6.2 to preside at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting**

3. AGENDA

Members may request that an item be placed on the agenda by giving the Town Clerk written notice of the item at least seven clear days (including weekends and Bank Holidays) prior to the meeting to which the agenda relates. The Town Clerk, after discussion with the Mayor (or Chairman), shall be the final arbiter of what is included on the agenda

4. QUORUM

- 4.1 **Six members shall constitute a quorum**
- 4.2 If a quorum is not present when the Council meets or if during a meeting the number of Councillors present falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may arrange

5. VOTING

- 5.1 Members shall vote by show of hands or, if at least two members so request, by ballot
- 5.2 **Before a vote is taken, if a member so requests, the Town Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it and the name of any member present who does not vote. After the question has been taken any member may request that the Town Clerk records their vote**

- 5.3 (a) **subject to (b) and (c) below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he gave no original vote**
- (b) **if the person presiding at the Annual Council meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman (i.e. Mayor and Deputy Mayor) until the end of their term of office he may not give an original vote in an election for Chairman**
- (c) **the person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman**

6. ORDER OF BUSINESS

In an election year Councillors should execute Declarations of Acceptance of Office in each others presence and in the presence of the Proper Officer before the Annual meeting commences

6.1 At each Annual meeting the first business shall be:

- (a) **to elect a Mayor**
- (b) **to receive the Mayor's Declaration of Acceptance of Office, or, if not then received, to decide when it shall be received**
- (c) **in the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations**
- (d) **to decide when any Declarations of Acceptance of Office which have not been received as provided by law shall be received**
- (e) to elect a Deputy Mayor
- (f) to appoint statutory or standing committees and delegates to outside bodies

Thereafter follow the order set out in Standing Order 6.3

- 6.2 At every meeting other than the Annual meeting the first business shall be to appoint a Chairman if the Mayor and Deputy Mayor be absent and to receive such Declarations of Acceptance of Office (if any) as are required by law to be made, or if not then received to decide when they shall be received
- 6.3 After the first business has been completed, the order of business (unless on the grounds of urgency the Council decides otherwise) shall be:-
- (a) to accept apologies for absence from the meeting
 - (b) to receive Declarations of Interest
 - (c) to read and consider the minutes; provided that if a copy of the minutes has been circulated to each member not later than the date of issue of the summons to attend the meeting, the minutes may be taken as read unless any proposed amendments are received in writing to the Town Clerk prior to the commencement of the meeting stating the page number; the item number, words to be deleted, words to be added
 - (d) **after consideration to approve the signature of the minutes by the person presiding as a correct record**
 - (e) to receive and consider reports and minutes of any committee meetings; provided that a copy of the minutes of any committee meetings has been circulated to each member not later than the day of issue of the summons to attend the meeting, the minutes may be taken as read unless any proposed amendments are received in writing to the Town Clerk prior to the commencement of the meeting stating the page number; the item number, words to be deleted, words to be added
 - (f) **after consideration to approve the signature of the minutes by the person presiding as a correct record**
 - (g) **to deal with business expressly required by statute to be done**

- (h) to receive the Mayor's announcements and such communications and correspondence as the Mayor or Town Clerk may wish to lay before the Council
 - (i) the meeting will permit a maximum of 15 minutes to permit electors present to put questions to members or to make observations concerning the business of the Council, as provided for in Standing Order 9.2
 - (j) the meeting will permit any County Councillors present to inform the meeting on County Council matters pertaining to the Town Council area
 - (k) the meeting will permit any District Councillors present to inform the meeting on District Council matters pertaining to the Town Council area
 - (l) to answer questions from members, notice of which must be given in writing and received by the Town Clerk at least two clear days prior to the meeting
 - (m) to dispose of business, if any, remaining from the last meeting
 - (n) to receive and consider reports from officers of the Council
 - (o) to authorise the sealing of documents
 - (p) to authorise the signing of orders for payment
 - (q) to consider motions or recommendations in the order in which they have been notified
 - (r) any other business specified in the summons
- 6.4 A motion to vary the order of business on the ground of urgency may be proposed and seconded by any two members or may be proposed by the Chairman without being seconded and shall be put to the vote without discussion

7. NOTICES OF MOTION

- 7.1 Notice of every motion, other than a motion which under Standing Orders may be moved without notice, shall be given in writing of its terms and delivered to the Town Clerk at least seven clear days (including weekends and Bank Holidays) prior to the next meeting of the Council. On receipt it shall be dated, numbered in the order in which it is received and entered in a book which shall be open to inspection by every member of the Council
- 7.2 The Town Clerk shall insert in the summons for every meeting all notices of motion properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move it at some later meeting or has since withdrawn it
- 7.3 If a motion specified in the summons is not moved it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without a fresh notice
- 7.4 If the subject matter of a motion comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved
- 7.5 Every motion shall be relevant to some subject over which the Council has power or which affects its area

8. MOTIONS & AMENDMENTS MOVED WITHOUT NOTICE

- 8.1 Motions dealing with the following matters may be moved without notice:-
- (a) to appoint a Chairman of the meeting
 - (b) to correct the minutes
 - (c) to approve the minutes
 - (d) to alter the order of business
 - (e) to proceed to the next business
 - (f) to close or adjourn the debate
 - (g) to refer a matter to a committee
 - (h) to appoint a committee, sub-committee, working party together with the members thereof
 - (i) to adopt a report and make any consequent resolutions

- (j) to authorise the sealing of documents
- (k) to amend a motion
- (l) to give leave to withdraw a motion or amendment
- (m) to extend the time limit for speeches
- (n) to exclude the press and public
- (o) to silence or eject from the meeting a member named for misconduct
- (p) to invite a member having an interest in the subject matter under debate to remain
- (q) to give the consent of the Council where such consent is required by these Standing Orders
- (r) to suspend Standing Orders
- (s) to adjourn the meeting

8.2 A member may, with the consent of his seconder, move amendments to his own motion

9. QUESTIONS

9.1 A member may ask the Chairman or Town Clerk any question concerning the business of the Council provided 3 working days (excluding Bank Holidays) notice of the question has been given to the person to whom it is addressed

9.2 A member of the public (excluding elected members) may ask the Chairman any question concerning the business of the Council, but only during the 15 minutes specifically set aside in the Town Council's agendas for that purpose

9.3 Questions unconnected with the business under discussion shall not be asked except during the part of the meeting set aside for questions

9.4 Every question shall be put and answered without discussion, unless Standing Order 9.5 applies

9.5 A person to whom a question has been put may decline to answer

10. MINUTES

No discussion shall take place upon the minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman

11. RULES OF DEBATE

- 11.1 (a) a motion or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is discussed or put to the meeting
- (b) a member shall direct his speech to the question under discussion or to a personal explanation or to a question of order
- (c) no speech shall exceed two minutes, except by consent of the Chairman
- (d) an amendment shall not have the effect of negating the motion before the Council
- (e) if an amendment be carried, the motion, as amended, shall take the place of the original motion and shall become the motion upon which any further amendment may be moved
- (f) a further amendment shall not be moved until the Council has disposed of every amendment previously moved
- (g) the mover of a motion or of an amendment shall have a right of a reply not exceeding two minutes
- (h) a member, other than the mover of a motion shall not, without leave of the Council, speak more than once on any motion except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation (which should be confined to some material part of a former speech by him which may have been misunderstood), or to move the closure
- (i) a member may rise to make a point of order which must relate to the Standing Order and page number. A member rising for these purposes shall be heard forthwith
- (j) a motion or amendment may be withdrawn by the proposer with the consent of the seconder, which shall be signified without discussion, and no member may speak upon it after it has been withdrawn

(k) when a motion is under debate no other motion shall be moved except for the following:

- (i) to amend the motion
- (ii) to proceed to the next business
- (iii) to adjourn the debate
- (iv) that the question be now put
- (v) that a member named be no further heard
- (vi) that a member named do leave the meeting
- (vii) that the motion be referred to a committee
- (viii) to exclude the public and press
- (ix) to adjourn the meeting

- 11.2 a member shall stand when speaking unless permitted by the Chairman to sit on account of infirmity
- 11.3 the ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed
- 11.4 members shall address the Chairman
- 11.5 if two or more members rise, the Chairman shall call upon one of them to speak and the others shall resume their seats
- 11.6 whenever the Chairman rises during a debate all other members shall be seated and silent
- 11.7 The mover of a motion shall have a right to reply immediately before the motion is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter
- 11.8 If the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after the right has been exercised or waived. A vote shall be taken without further discussion

12. RESCISSION OF PREVIOUS RESOLUTION

A decision (whether affirmative or negative) of the Council shall not be reversed within six months except by a further motion made in pursuance of a special motion, the written notice whereof bears the names of at least six members of the Council. When a special resolution has been disposed of, no similar resolution may be moved within a further six months

13. DISORDERLY CONDUCT

- 13.1 No member shall misconduct himself at a meeting by persistently disregarding the ruling of the Chairman, by wilfully obstructing business, or behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule
- 13.2 If, in the opinion of the Chairman, a member has so misconducted himself, the Chairman shall express that opinion to the Council and thereafter any member shall move that the member named shall no longer be heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith without discussion
- 13.3 If a member refuses to comply with 13.2 then the Chairman may suspend the meeting to take such further steps as may reasonably be necessary to enforce them

14. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken and so on until a majority of votes is given in favour of one person

15. AUTHORITY OF PROPER OFFICER

The Town Clerk is the Proper Officer for any purpose in respect of which a Proper Officer is mentioned in any statute. Duties include:

- (a) to receive Declarations of Acceptance of Office
- (b) to receive Declarations of Financial and Other Interests
- (c) to receive and retain plans and documents
- (d) to sign notices or other documents on behalf of the Council
- (e) to receive copies of byelaws made by a District Council
- (f) to certify copies of byelaws made by the Council
- (g) to sign summonses to attend meetings of the Council
- (h) to research any specific item without recourse to the Council

The Proper Officer shall also be the Responsible Financial Officer (RFO)

16. DISCUSSIONS ON RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary, pension or conditions of service, of any person employed by the Council it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded (see Standing Order 25.2)

17. SEALING OF DOCUMENTS

A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution. The seal shall be applied to any documents required by law to be issued under seal by the Proper Officer in the presence of two members

18. COMMITTEES & SUB-COMMITTEES

- 18.1 The Council shall at the Annual meeting appoint such committees as it is required to appoint by or under any statute or under Standing Order and may at any other time appoint such other committees as are necessary, subject to the following:-
- (a) shall not appoint any member of a committee so as to hold office later than the next Annual meeting
 - (b) may appoint persons other than members of the Council to any committee
 - (c) may, subject to the provisions of Standing Order 4.2, dissolve or alter the membership of a committee
- 18.2 The Mayor and Deputy Mayor shall be ex-officio voting members of every committee unless they signify that they do not wish to serve
- 18.3 The Chairman and Vice-Chairman of each committee shall be ex-officio voting members of every sub-committee appointed by it unless they signify that they do not wish to serve
- 18.4 Every committee shall at its first meeting before proceeding to any business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual meeting of the Council
- 18.5 On the agreement of the committee, the committee may invite members of staff, contractors or members of the public to address them on a specific item as notified on the agenda
- 18.6 The Chairman of a committee or the Mayor may summon a special meeting of that committee at any time. A special meeting shall also be summoned on the requisition in writing of not less than three members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting
- 18.7 Every committee may appoint sub-committees for purposes to be specified by the committee
- 18.8 Except where ordered by the Council in the case of a committee or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one half of its members or 3, whichever is the greater

- 18.9 The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Orders on interests of members in contracts and other matters shall apply to committee and sub-committee meetings in so far as they are appropriate
- 18.10 The committees shall have power to deal with any matters falling within their Terms of Reference, including those which are not specifically identified, except for matters reserved by the Council. The Terms of Reference of the committees are detailed on pages 15 – 25 of these Standing Orders

19. VOTING IN COMMITTEES

- 19.1 Members of committees and sub-committees shall vote by show of hands
- 19.2 Chairman of committees and sub-committees shall in the case of an equality of votes have a second or casting vote

20. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

- 20.1 A member who has proposed a motion which has been referred to any committee of which he is not a member may explain his motion to the committee but shall not vote
- 20.2 Any Council member shall, unless the Council otherwise orders, be entitled to be present as an observer at the meetings of any committee or sub-committee of which he is not a member, and with the permission of the Chairman of the committee shall be entitled to speak but not vote

21. INTERESTS

The Council adopted the model Parish Councils Local Government Code of Conduct on 21 March 2002 and all members are bound by this Code (or any such code which may be adopted subsequently)

22. CANVASSING OF MEMBERS & RECOMMENDATION BY MEMBERS

- 22.1 Canvassing of members of the Council, or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Town Clerk shall make known the purport of this Standing Order to every candidate
- 22.2 If a candidate for any appointment under the Council is to his knowledge related to any member of or holder of any office under the Council (as defined in the Local Government Code of Conduct), he and the person to whom he is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do shall be disqualified for such appointment, and if appointed, may be dismissed without notice. The Town Clerk shall report to the Council or the appropriate committee any such disclosure. Where relationship to a member is disclosed the Standing Order on interests of members in contracts and other matters shall apply. The Town Clerk shall make known the purport of this Standing Order to every candidate
- 22.3 A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment
- 22.4 Standing Orders 20.1 and 20.2 shall apply to tenders as if the person making the tender were a candidate for an appointment

23. INSPECTION OF DOCUMENTS

- 23.1 A member may for the purpose of his duty as such (but not otherwise), inspect any document in the possession of the Council or committee (other than those considered confidential by the Town Clerk), and if copies are available shall, on request, be supplied for the like purpose with a copy
- 23.2 All approved minutes kept by the Council (except those containing exempt information) and by any committee shall be open for the inspection of any member of the Council and any local government elector of the town. To facilitate inspection by the local electorate the most recent approved minutes will be deposited in the local public library**

24. UNAUTHORISED ACTIVITIES

No member of the Council or any committee or sub-committee shall (unless officially authorised to do so by the Council or the relevant committee or sub-committee or Town Clerk) in the name of or on behalf of the Council:

- (a) inspect any lands or premises which the Council has a right or duty to inspect
- (b) issue orders, instructions or directions
- (c) contact bodies with whom the Council has a professional relationship or contract

25. ADMISSION OF THE PUBLIC & PRESS TO MEETINGS

25.1 **All meetings of the Council shall, subject to statutory provisions, be open to the public and press**

25.2 **The Council may resolve to exclude the public and press by means of the following resolution:**

‘That in view of the special/confidential nature of business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw’. Note: The special reasons should be stated. If a person’s advice or assistance is needed they may be invited [by name] to remain after the exclusion resolution is passed

25.3 The Town Clerk shall afford to the press reasonable facilities for taking their report at any proceedings at which they are entitled to be present

25.4 If a member of the public interrupts the proceedings at any meeting the Chairman may, after warning and if the disruption continues, order that he be removed from the meeting

26. CONFIDENTIAL BUSINESS

26.1 No member of the Council or any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or sub-committee as the case may be

26.2 Any member in breach of the provisions of Standing Order 24 shall be removed from any committee or sub-committee of the Council by the Council of which they are a member and shall be excluded from attending any further committee or sub-committee meetings until the following annual elections to the committees or until such time as the Council agrees

27. LIAISON WITH COUNTY & DISTRICT COUNCILLORS

Notices of Council and committee meetings shall be sent together with an invitation to attend to the County Councillors for the County Division and to the District Councillors for the District Wards

28. VARIATION, REVOCATION & SUSPENSION OF STANDING ORDERS

28.1 Any part of the Standing Orders except those printed in **bold type** may be suspended by resolution with a single majority without prior notice, such suspension to apply to a specific item of business

28.2 A motion permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council

29. CODE OF CONDUCT ON COMPLAINTS

The Council shall deal with complaints of maladministration allegedly committed by the Council, or by any officer or member, in the manner recommended by the Code of Practice for Local Councils in Handling Complaints, as set out in National Circular 2/86 (re-issued) from the National Association of Local Councils

30. STANDING ORDERS & MEMBERS

A printed copy of these Standing Orders shall be given to each member by the Town Clerk upon delivery to him of the member’s Declaration of Acceptance of Office

31. URGENT BUSINESS

Where no meeting of the Town Council or a relevant committee is scheduled within the necessary timescale to enable a decision concerning an urgent matter to be taken, the Town Clerk may, in consultation with the Mayor and Deputy Mayor (or Chairman and Vice-Chairman in the case of a committee) determine that matter. All decisions taken under this Standing Order shall be reported to the next meeting of the Town Council or the relevant committee for information, together with the reasons for urgency which required a decision to be taken

32. FINANCIAL REGULATIONS - GENERAL

- 32.1 These financial regulations shall govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council
- 32.2 The RFO under the policy direction of the Finance, Staffing & General Purposes Committee (FS&GP) shall be responsible for the proper administration of the Council's financial affairs
- 32.3 The RFO shall be responsible for the production of financial management information
- 32.4 Regular payments relating to wages and salaries, or similar payments, may be made in advance of authorisation by the Council
- 32.5 Where it is necessary to make a payment before it has been authorised by the Council such payment shall be certified as to its correctness and urgency by the RFO
- 32.6 All payments authorised under 32.5 of this Standing Order or made without authority of the Council shall be separately included in the next schedule of payments

33. ANNUAL ESTIMATES

- 33.1 Each committee shall formulate and submit proposals to the FS&GP Committee in respect of revenue services and capital projects for inclusion in the rolling capital programme not later than the end of November each year
- 33.2 Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared each year by the RFO
- 33.3 The FS&GP Committee shall review the estimates and submit them to the Council and shall recommend the precept to be levied for the ensuing financial year. The RFO shall then supply each member with a copy of the approved estimates
- 33.4 The annual capital and revenue budgets shall form the basis of financial control for the ensuing year

34. BUDGETARY CONTROL

- 34.1 Expenditure on the revenue account may be incurred up to amounts included in each approved committee budget
- 34.2 No expenditure may be incurred which cannot be met from the amount provided in the appropriate committee revenue budget unless a virement has been approved by the FS&GP Committee or the Council
- 34.3 The RFO shall periodically provide the committees with a statement of income and expenditure to-date under each heading of the approved annual revenue and capital budgets
- 34.4 The RFO may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The RFO shall report the action to the appropriate committee as soon as practicable thereafter
- 34.5 Where expenditure is incurred in accordance with regulation 34.4 above and the sum required cannot be made from savings made elsewhere within that committee's approved budget, it shall be subject to provisions of a supplementary estimate approved by the FS&GP Committee or the Council
- 34.6 Unspent provisions in the revenue budget may be carried forward to a subsequent year

- 34.7 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the committee concerned is satisfied that it is contained in the rolling capital programme and that the necessary capital funds are available, or the requisite borrowing approval can be obtained
- 34.8 All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts

35. ACCOUNTING & AUDIT

- 35.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2003
- 35.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as is practicable after the end of the financial year and shall submit them to and report thereon to the FS&GP Committee
- 35.3 The following principles shall be observed in connection with accounting duties:
- (i) the duty of providing information, calculating, checking and recording sums due to, or from, the Council, should be separated as completely as possible from the duty of collecting or dispersing them
 - (ii) officers charged with the duty of examining and checking the accounts of cash transactions should not be engaged in any of those transactions
- 35.4 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with regulation 5 of the Accounts and Audit Regulations 2003. Any officer or member of the Council shall, if the RFO requires, make available such documents of the Council which relate to their accounting and other records as appear to the RFO to be necessary for the purpose of the audit and shall supply the RFO with such information and explanation as the RFO considers necessary for that purpose
- 35.5 The Council's appointed internal auditors have the right to access Council premises at reasonable times; access all assets, records, documents, correspondence and control systems; receive any information and explanation considered necessary concerning any matter under consideration; require any employee of the Council to account for cash stores or any other Council asset under his control; have direct access to the Council should it be deemed necessary

36. BANKING ARRANGMENTS & CHEQUES

- 36.1 The Council's banking arrangements shall be made by the RFO and approved by the FS&GP Committee
- 36.2 A schedule of the payment of money shall be prepared and, together with the relevant invoices, be presented to the FS&GP Committee or the Council. If the schedule is in order it shall be authorised by a resolution and signed by two members of the FS&GP Committee and the RFO
- 36.3 Cheques drawn on the bank accounts in accordance with the schedule referred to in 36.2 shall be signed by two members (including the schedule or initial the cheque stubs) and the RFO
- 36.4 Autopay sheets drawn on the bank accounts shall be signed by the RFO

37. PAYMENT OF ACCOUNTS

- 37.1 Apart from petty cash, payments shall be effected by cheque or other order drawn on the Council's bankers
- 37.2 All invoices for payment shall be examined, verified and certified by the RFO. Before certifying an invoice the RFO shall satisfy himself that the work, goods, or services to which the invoice related have been received, carried out, examined and approved
- 37.3 Duly certified invoices shall be passed to the accounts assistant who shall examine them in relation to arithmetical accuracy and authorisation, and shall code them to the appropriate expenditure head. He shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of receipt
- 37.4 All duly certified invoices will then be entered on the schedule referred to in 36.2 above

- 37.5 The RFO may provide petty cash to staff members for the purpose of defraying operational and other expenses. Vouchers for payment shall be forwarded to the RFO with a claim for reimbursement
- 37.6 The RFO shall maintain the petty cash float to a limit of £250 for the purpose of defraying operational and other expenses. Vouchers for payment made from petty cash shall be kept to substantiate the payment
- 37.7 Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations
- 37.8 Payments to maintain the petty cash float shall be shown on the schedule of payments presented to the FS&GP Committee and the Council

38. PAYMENT OF SALARIES & WAGES

- 38.1 All time sheets shall be certified as to accuracy by or on behalf of the RFO
- 38.2 The payment of all salaries and wages shall be made by the RFO in accordance with the payroll records

39. LOANS & INVESTMENTS

- 39.1 All loans and investments shall be negotiated by the RFO in the name of the Council, and shall be for a set period of time in accordance with Council policy. Changes to loans and investments shall be reported to the FS&GP Committee at the earliest opportunity
- 39.2 All investments of money under the control of the Council shall be in the name of the Council
- 39.3 All borrowings shall be effected in the name of the Council
- 39.4 All investments certificates and other documents relating thereto shall be retained in the custody of the RFO

40. INCOME

- 40.1 The collection of sums due to the Council shall be the responsibility of and under the supervision of the RFO
- 40.2 Particulars of all charges to be made for the work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be ultimately responsible for the collection of all accounts due to the Council
- 40.3 The Council will review all fees and charges annually, following a report from the RFO
- 40.4 Any bad debts shall be reported to the FS&GP Committee
- 40.5 All sums received on behalf of the Council shall be banked as directed by the RFO. In all cases all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary
- 40.6 A reference to the related debt, or otherwise, indicating the origin of the cheque, shall be entered on the paying in slip
- 40.7 Every transfer of official money from one member of staff to another shall be signed for by the receiving officer
- 40.8 Personal cheques shall not be cashed out of money held on behalf of the Council

41. ORDERS FOR WORK, GOODS & SERVICES

- 41.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate e.g. petty cash purchases. Copies of orders issued shall be maintained
- 41.2 Order books shall be controlled by the RFO
- 41.3 The RFO is responsible for obtaining value for money at all times and when issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction

42. CONTRACTS

Procedures as to contracts are laid down in the Council's Standing Orders as follows:

- 42.1 Every contract whether made by the Council or a committee to which power of making contracts has been delegated shall comply with these Standing Orders, and no exception from any of the following provisions of these Standing Orders shall be made otherwise than by direction of the Council or in an emergency by such a committee as aforesaid provided that these Standing Orders shall not apply to contracts which relate to items (i) to (v) below:

- (i) for the supply of gas, electricity, water, sewage and telephone services
- (ii) for specialist services such as are provided by, for example, solicitors, accountants, surveyors, planning consultants
- (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant
- (iv) for work to be executed or goods or material to be supplied which constitute an extension of an existing contract by the Council
- (v) for goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price

42.2 For expenditures of £2,000 or less (excluding VAT) the RFO shall have executive power

42.3 Where it is intended to enter into a contract which exceeds £2,000 (excluding VAT) and is less than £15,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those goods, materials, works or specialist services as are excepted as set out in paragraph 42.1 the RFO shall obtain quotations from up to three firms. The Council or relevant committee shall decide which quotation shall be accepted

42.4 Where it is intended to enter into a contract in excess of £15,000 (excluding VAT) contractors shall be invited to submit sealed tenders, either from a list of previously authorised contractors, or by advertising in a local newspaper or such other means as the Council may decide. Notice of a contract exceeding £15,000 shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk and the last due date by which those tenders should reach that person in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit

42.5 Tenders shall be opened by the Town Clerk in front of the full Council or committee on the date specified pursuant to paragraph 42.4

42.6 Neither the Council nor any committee or sub-committee is bound to accept the lowest tender, or any tender

42.7 A notice issued under this Standing Order shall contain a statement of the effect of Standing Order 22

42.8 When applications are made to waive Standing Orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a resolution of the Council or committee

42.9 Every exception made by a committee to which the power of making contracts has been delegated shall be reported to the Council and the report shall specify the emergency by which the exception shall have been justified

43. PAYMENTS UNDER CONTRACT FOR BUILDING OR OTHER CONSTRUCTION WORKS

43.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract

43.2 Where contracts provide for payment of instalments the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted to the appropriate committee

43.3 Any variation to a contract or addition to or omission from a contract must be approved by the RFO in writing, the appropriate committee being informed where the final cost is likely to exceed the financial provision

44. STORES & EQUIPMENT

- 44.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section
- 44.2 Delivery notes must be obtained in respect of all goods received into store and goods must be checked as regard quality at the time delivery is made
- 44.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements
- 44.4 The Town Clerk shall be responsible for the annual check of all stocks and stores

45. PROPERTIES & ESTATES

- 45.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The Town Clerk shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which are held in accordance with regulation 4(3)(b) of the Accounts and Audit Regulations 1996
- 45.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, save where the estimated value of any one item does not exceed £500

46. INSURANCE

- 46.1 The Town Clerk shall effect all insurances and negotiate all claims on the Council's insurers
- 46.2 The Town Clerk shall keep a record of all insurances affected by the Council and the property risks covered thereby and annually review it
- 46.3 All appropriate employees of the Council shall be included in a suitable fidelity guarantee scheme

47. REVISION OF STANDING ORDERS & FINANCIAL REGULATIONS

It shall be the duty of the FS&GP Committee to review the Standing Orders and Financial Regulations of the Council from time to time and make such recommendations to the Council as the committee considers are required

TERMS OF REFERENCE – APPLICABLE TO ALL COMMITTEES

The Terms of Reference of all committees are subject to the following reservations:

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. That any unresolved differences between committees shall be referred to full Council for determination
4. That any proposal which involves any major change in the existing policies approved by the Council shall be submitted to the Town 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 by the Town Clerk in consultation with the Chairman of committee (or in his absence the Vice Chairman) and Mayor and reported to the next appropriate committee or full Council meeting, whichever is first
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 Bude-Stratton area
8. Guest speakers should normally be limited to one per meeting with a time limit placed upon them
9. There will be, at the beginning of each committee meeting, a quarter of an hour public session with members of the public being able to speak and ask questions concerning the business of the Council in accordance with the Standing Orders and Financial Regulations. During Planning Committee meetings members of the public may speak at the discretion of the Chairman and with the approval of members of the Planning Committee
10. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from NCDC, CCC or other bodies which have been brought to the Council's attention by the Town Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the Bude-Stratton area

Delegation of Authority to Sub-Committees

Where a function within the Terms of Reference of a committee has been further delegated to a sub-committee that sub-committee will report its findings/recommendations back to the appropriate committee or direct to the Council, as per the remit

TERMS OF REFERENCE – FINANCE, STAFFING & GENERAL PURPOSES COMMITTEE (FS&GP)

Composition:	Chairs of each of the Council's committees: i.e. Environmental Services & Highways Heritage & Culture Planning Properties Recreation Mayor, Deputy Mayor (ex-officio, voting) Plus any other member/members up to a maximum of 8
Chairmanship:	Chair and Vice Chair to be elected at the first meeting in each municipal year
Meetings:	Third Thursday of the month. In the event of an item of urgency to be convened by the Town Clerk
Timing:	7pm
Venue:	The Council Chamber
Reports to:	Full Council
Administration:	Town Council
Legal status:	Local Government Act 1972/Local Government Act 1999 Public, in accordance with Town Council's Standing Orders
Sub Committees:	Police Liaison

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To review, from time to time, policy objectives within the committees Terms of Reference for consideration by the Council
3. To prepare annual estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to the Council as to the precept in time for its annual budget meeting in December each year
4. To review the Standing Orders and Financial Regulations on a regular basis and make recommendations to the Council
5. To regulate and control the finance of the Council and to have charge of the financial and accounting arrangements of the Council
6. To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Council's system of controls
7. The appointment of all staff (excluding the Town Clerk) within the budget approved by the Council at its annual budget meeting and the appointment of temporary staff to cover periods of prolonged leave
8. To review staffing levels on a regular basis and make recommendations to Council
9. To review the grading of staff and level of remuneration, using as a guide the National Joint Council salary scale and conditions of service, and make recommendations to Council
10. To receive and approve schedules of payments

11. To undertake annually the risk assessment in the relation to the Council's insurance cover
12. To insure against such risks as the committee deems necessary to cover
13. To agree virements between approved budget headings
14. To agree the use by any other organisation of the Town Crest
15. To make recommendations to the Council on the use of financial reserves
16. To make recommendations to the Council on capital expenditure not already provided for in Council's estimates of expenditure for the current financial year
17. To make recommendations to the Council regarding the review of existing policy matters
18. To make recommendations to the Council regarding expenditure for the Contingency Fund
19. To make recommendations to the Council regarding the promotion and expenditure on tourism
20. To make recommendations to the Council regarding the Crime and Disorder Act 1998, following consultation with the appropriate bodies
21. To make recommendations to the Council regarding town twinning
22. To make recommendations to the Council regarding the prosecution or defence of any legal proceedings
23. To make recommendations to the Council for the use of powers to acquire by agreement, to appropriate, to dispose of land in accordance with the provisions of the local Government Act 1972 s.139
24. To make recommendations to the Council for the use of its powers to promote a lottery in accordance with the provisions of the Lotteries and Amusements Act 1976 s.7
25. To make recommendations to the Council for the use of its powers to accept gifts, including land, in accordance with the provisions of the Local Government Act 1972 s. 139
26. To make recommendations to the Council regarding the future provision of civic regalia
27. To make recommendations to the Council for the making of grants to local organisations in accordance with the Local Government Act 1972 s. 137, 144, 145; Local Government (Miscellaneous Provisions) Act 1976 s. 19; Local Government and Rating Act 1997 Pt III s. 26-30
28. The delegated power to keep all procedures under active review
29. The delegated power to produce and manage the Town Council newsletter, the Town Council website, the Town Council webcam and all Town Council publicity and press releases

30. The delegated power to progress the Council's application for and maintenance of Quality Council status
31. The delegated power to exercise the Town Council's powers to direct as to the custody of parish property and documents in accordance with the provisions of the Local Government Act 1972 s. 226
32. The delegated powers to exercise the Town Council's powers to consider applications under the Licensing Acts
33. To consider such other matters of a general nature not clearly falling within the Terms of Reference of the other committees
34. Authorisation of expenditure within the committees budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the F,S&GP Committees total budget must be authorised by the Council
35. The negotiation of all tenders and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision) with the practical implementation of the contract devolved to the appropriate committee
36. All aspects of Health and Safety that fall within the remit of the committee
37. Making recommendations to the Council on all matters not within existing policy
38. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility
39. Monitoring the physical environment within the Council's area and carrying out improvements within budgetary provision. To recommend to the Council any matters outside this budgetary provision
40. The consideration of recommendations of sub- committees, working groups etc under the control of the FS&GP Committee
41. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations

Matters not Delegated to the Committee:

1. The consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents
2. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy

TERMS OF REFERENCE – ENVIRONMENTAL SERVICES AND HIGHWAYS COMMITTEE (ES&H)

Composition:	Elected members (voting) – four Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected at the first meeting in each municipal year
Meetings:	Second Thursday of the month on a two month cycle. In the event of an item of urgency to be convened by the Town Clerk
Timing:	7pm
Venue:	The Council Chamber
Reports to:	Full Council
Administration:	Town Council
Legal status:	Local Government Act 1972/Local Government Act 1999 Public, in accordance with Town Council's Standing Orders

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. The improvement, maintenance and management of Poughill Cemetery and the Meteorological Station
3. The monitoring, improvement, maintenance and management of Town Council car parks
4. Responsibility for the provision, management and maintenance of bus shelters within the Bude-Stratton area
5. Reviewing the level of fees and charges of the committee's functions and making appropriate recommendations to the FS&GP Committee
6. The delegated authority to adjudicate upon objections to the issue of car park fixed penalty notices
7. To consider and submit to the FS&GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
8. Authorisation of expenditure within the committees budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the committees total budget must be authorised by the FS&GP Committee
9. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee
10. All aspects of Health and Safety that fall within the remit of the committee
11. Making recommendations to the Council on all matters not within existing policy
12. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility

13. The consideration of recommendations of sub-committees, working groups etc under the control of the ES&H Committee
14. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations
15. The implementation of agency agreements for the delegation of services from NCDC and CCC which fall within the remit of the committee and have been negotiated and agreed by the FS&GP Committee and the Council

Matters not Delegated to the Committee:

Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy

TERMS OF REFERENCE – HERITAGE & CULTURE COMMITTEE (H&C)

Composition:	Elected members (voting) – four Mayor, Deputy Mayor (ex-officio, voting) Nominee from Bude Canal & Harbour Society (non-voting) Museums Advisor to the Council (non-voting) Museum Volunteer Co-Ordinator (non-voting)
Chairmanship:	Chair and Vice Chair to be elected at the first meeting in each municipal year (from the voting members)
Meetings:	Fourth Thursday of the month on a two month cycle. In the event of an item of urgency to be convened by the Town Clerk
Timing:	7pm
Venue:	The Council Chamber
Reports to:	Full Council
Administration:	Town Council
Legal status:	Local Government Act 1972/Local Government Act 1999 Public, in accordance with Town Council’s Standing Orders

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. The improvement, maintenance and management of Bude-Stratton Museum, the Stamford Hill Battlefield site, the Barge Workshop at Helebridge, Poughill Churchyard and any other heritage sites and buildings as may be acquired by the Council
3. To consider heritage issues, matters relating to conservation area and the listing of buildings and to make recommendations to the Council
4. To encourage and sponsor arts, cultural and heritage events within the town within the budgetary provision previously agreed by the Council
5. To maintain liaison with NCDC and other local bodies established for the promotion and/or management of arts and heritage facilities or activities
6. Reviewing the level of fees and charges of the committee’s functions and making appropriate recommendations to the FS&GP Committee

7. To consider and submit to the FS&GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
8. Authorisation of expenditure within the committees budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the committees total budget must be authorised by the FS&GP Committee
9. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee
10. All aspects of Health and Safety that fall within the remit of the committee
11. Making recommendations to the Council on all matters not within existing policy
12. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility
13. The consideration of recommendations of sub-committees, working groups etc under the control of the H&C Committee
14. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations

Matters not Delegated to the Committee:

1. The consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents of a heritage and cultural nature
2. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy

TERMS OF REFERENCE – PLANNING COMMITTEE

Composition:	Elected members (voting) – four Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected at the first meeting in each municipal year
Meetings:	First and third Thursdays of the month
Timing:	10am
Venue:	The Council Chamber
Reports to:	Full Council
Administration:	Town Council
Legal status:	Local Government Act 1972/Local Government Act 1999 Public, in accordance with Town Council’s Standing Orders

Terms of Reference & Matters Delegated to the Committee:

1. To respond to all applications for development within Bude-Stratton Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc) received from the District and County Councils. Where the response to applications can, within the consultation period, be considered by the full Council the Planning Committee will make recommendations. Where the response to applications cannot, within the consultation period, be considered by the full Council the Planning Committee will respond to the District Council on behalf of the Council
2. Any planning application that is deemed by the committee to impinge on the town to a significant degree should, if time permits, be referred to full Council
3. To respond to consultation documents regarding tree preservation and other matters regarding general land development
4. To consider all appeals against planning refusal by the District Council within Bude-Stratton Town Council area and to submit comments to the Department of the Environment
5. To consider any proposals for new and reviews of the County or District structure plans, local plans and any other consultation documents of a planning nature and to make recommendations to the Council
6. During Planning Committee meetings members of the public may speak at the discretion of the Chairman and with the approval of members of the Planning Committee
7. To consider and submit to the FS&GP Committee estimates of income and expenditure on continuing services
8. To be responsible for expenditure within the limits previously approved by the Council
9. The consideration of recommendations of sub-committees, working groups etc under the control of the Planning Committee
10. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations

Matters not Delegated to the Committee:

1. Any planning application that is deemed by the committee to impinge on the town to a significant degree should, if time permits, be referred to full Council
2. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy

TERMS OF REFERENCE – PROPERTIES COMMITTEE

Composition:	Elected members (voting) – four Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected at the first meeting in each municipal year
Meetings:	As and when required. In the event of an item of urgency to be convened by the Town Clerk
Timing:	10am
Venue:	The Council Chamber
Reports to:	Full Council
Administration:	Town Council
Legal status:	Local Government Act 1972/Local Government Act 1999 Public, in accordance with Town Council's Standing Orders

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To draft, negotiate with the lessee/licensee terms and conditions of leases/licences for all Town Council property and land and submit recommendations for consideration by the full Council
3. To consider the renewal of leasing/licensing agreements and make recommendations to the FS&GP Committee if it is not felt appropriate to continue such an agreement
4. To consider the management of The Castle building and submit recommendations to the full Council
5. To consider the management of The Castle Grounds and submit recommendations to the appropriate committee
6. To consider the securing and security of all Town Council property and land and make recommendations to the appropriate committee or the full Council
7. To draw up a register of all Town Council property and ensure and maintain its registered title at the Land Registry
8. To consider and submit to the FS&GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
9. Authorisation of expenditure within the committees budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the committees total budget must be authorised by the FS&GP Committee
10. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the Committee
11. All aspects of Health and Safety that fall within the remit of the committee

12. Making recommendations to the Council on all matters not within existing policy
13. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility
14. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations

Matters not Delegated to the Committee:

Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy

TERMS OF REFERENCE – RECREATION COMMITTEE

Composition:	Elected members (voting) – four Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected at the first meeting in each municipal year
Meetings:	Second Thursday of the month on a two month cycle. In the event of an item of urgency to be convened by the Town Clerk
Timing:	7pm
Venue:	The Council Chamber
Reports to:	Full Council
Administration:	Town Council
Legal status:	Local Government Act 1972/Local Government Act 1999 Public, in accordance with Town Council’s Standing Orders
Sub Committees:	Bude in Bloom Parkhouse Users

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. The improvement, maintenance and management of all open spaces, grounds and play areas owned and managed by the Town Council
3. The monitoring, improvement and management of the Parkhouse Centre (excluding Town Council car park)
4. The monitoring and management of war memorials within the Town Council area
5. Responsibility for the provision, management and maintenance of Town Council noticeboards
6. Responsibility for the provision, management and maintenance of Town Council owned festive lighting with the Bude-Stratton area
7. Responsibility for the provision, management and maintenance of public seats, litter bins and dog bins
8. Reviewing the level of fees and charges of the committee’s functions and making appropriate recommendations to the FS&GP Committee

9. To consider and submit to the FS&GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
10. Authorisation of expenditure within the committees budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the committees total budget must be authorised by the FS&GP Committee
11. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee
12. All aspects of Health and Safety that fall within the remit of the committee
13. Making recommendations to the Council on all matters not within existing policy
14. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility
15. Monitoring the physical environment within the Council's area and carrying out improvements within budgetary provision. To recommend to the Council any matters outside this budgetary provision
16. The consideration of recommendations of sub-committees, working groups etc under the control of the Recreation Committee
17. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations

Matters not Delegated to the Committee:

1. The consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents of a parks and recreational nature
2. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy

July 2005