



SHERINGHAM TOWN COUNCIL

Constitution, Governance
and Framework



CONTENTS	PAGE
Section 1: Sheringham Town Council	
Local Council Overview	3-4
Scope and Functions – List of Town Council Powers	5-6
Scope and Functions – Who does what?	7-8
Section 2: Scheme of Delegation	
1. Council Functions	9
2. Delegation to Committees	9-10
2.1 All Committees	10
3. Delegation to Officers	10
3.1 Town Clerk and Responsible Financial Officer	10-11
3.2 Maintenance Technician	11
4. Sub-Committees, Working Groups, and Task & Finish Groups	12
5. Delegation – Limitations	12
Section 3: Meetings	
1. Calling Meetings & Booking Rooms	13
2. Agendas	14
3. Attendance of Councillors at Committee meetings	14
Section 4: STC Full Council	
1. An Overview	15
2. Regular Items at Full Council	16
Section 5: STC Committee Structure – An Overview	17
Assets Committee	18-21
Climate Committee	22
Community Committee	23-24
Employment Committee	25-26
Finance & Governance Committee	27-28
Planning Committee	29
Section 6: Task and Finish Groups reporting to Full Council	
Morley Hill	30
Section 7: Useful Resources Available	31

SECTION 1:

SHERINGHAM TOWN COUNCIL



Local Council Overview

Sheringham Town Council (STC) is a local town council located on the North Norfolk Coast

As a local council STC is in the first tier of government and acts as an initial point of contact for anyone concerned with a community issue. Councils are democratically elected local authorities and exist in England, Wales and Scotland. The term 'local council' is synonymous with 'parish council', 'town council' and 'community council'.

A local council is a body corporate with perpetual succession and a name. It comprises a Chairman (and/or Town Mayor), and Councillors. STC has taken the progressive decision to use the inclusive language of 'Chair' when referring to the Chairman and 'Vice Chair' when referring to the Vice Chairman. Local councillors are often referred to as "Members" – for example in the Code of Conduct. A local council's lawful acts, assets, and liabilities are its own and not those of its Councillors.

There are over 10,000 local councils in England and Wales, representing the concerns of local residents and providing services to meet local needs. Town councils have a wide range of powers including looking after community buildings, planning, street lighting, and allotments. They also have the power to raise money through council tax.

Parish councillors are elected representatives, not volunteers or employees, and serve for a 4-year term, unless co-opted or elected in a bye-election when they serve until the next election. They must apply the law and comply with the Councillors Code of Conduct.

STC comprises of 16 elected council members as well as paid staff including a Clerk, who facilitate the Council in undertaking its statutory functions. A councillor's primary role is to represent their ward or division and the people who live in it.

Councillors provide a bridge between the community and the council. As well as being an advocate for residents and signposting them to the right people at the council, councillors keep residents informed about the issues that affect them.

Councillors contribute to the work of the Council by determining strategy and priorities based on community needs, suggesting ideas, influencing policy, engaging in constructive debate, supporting a sustainable and resilient community and physical environment, and by responding to the views of the community.

Councillors comment on proposals to ensure the best outcome and vote to enable the Council to make decisions. Individual parish councillors cannot make decisions on behalf of the Council, but they can actively lead and engage with local projects. Town councillors have no powers outside of a Council meeting.

Diversity is encouraged. Councillors from different backgrounds better represent the whole community and possess different enthusiasms, skills, attitudes, and interests. Some councillors work with ideas while others are very practical. The Council needs a wide range of skills to work as a team.

Occasionally there will be a conflict of interest requiring sensitive judgement, and the need to take difficult decisions in an open, honest, and reasoned way. Councillors are also required to act in an ethical way and to declare an interest when necessary.

Councillors are voted on to Council Committees, Sub Committees, Working Groups, and Task & Finish Groups – for further information on terms of reference for each please see the relevant chapter.

Working Groups are formed for long term STC projects/strategic initiatives which are anticipated to continue over the course of years. These are formed of a minimum of 3 Sheringham Town Councillors.

Task & Finish Groups (T&F Groups) are formed for specific projects. They should act with purpose to gather information/present recommendations at the earliest convenience. It is intended that once the task has been achieved that the Task & Finish Group is dissolved. These are formed of a minimum of 3 Sheringham Town Councillors.

For further information on the role of Councillors please see;

https://www.local.gov.uk/sites/default/files/documents/11.166%20Councillors%20Guide%202019_08_0.pdf

There are certain obligations which by law a Local Council must fulfil. For example:

- a. It must hold an Annual Meeting
- b. It must hold at least three other meetings a year
- c. It must appoint such officers as it believes necessary for the proper discharge of its functions (this may be an unpaid councillor, but in common practice is a Clerk and RFO).
- d. It must adopt Standing Orders for the supply of goods and services to the Council.

The arrangements for meetings and proceedings of Local Councils are set out in Part II of Schedule 12 to the Local Government Act 1972 (legislation.gov.uk), as supplemented by any Standing Orders adopted by a council.

Scope and Functions - List of Council Powers

The Town Council must operate within the scope of the powers provided by statute. This is not an exhaustive list.

Function	Powers and Duties	Statutory Provisions
Allotments	Duty to provide allotments Power to improve and adapt land for allotments, and to let grazing rights	Small Holding & Allotments Act 1908, ss. 23, 26, and 42
Baths and washhouses	Power to provide public baths and washhouses	Public Health Act 1936, ss 221, 222, 223 and 227
Burial grounds, Cemeteries and crematoria	Power to acquire and maintain Power to provide Power to agree to maintain Monuments and memorials Power to contribute towards expenses of cemeteries	Open Spaces Act 1906, ss 9 and 10; Local Government Act 1972, s 214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s. 1
Bus Shelters	Power to provide and maintain shelters	Local Government Act 1972, s. 214 (6) Local Government (Miscellaneous Provision) Act 1953, s. 4
Bye-laws	Power to make bye-laws in regard to pleasure grounds Cycle parks Baths and washhouses Open spaces and burial grounds Mortuaries and post mortem rooms	Public Health Act 1875, s. 164 Road Traffic Regulation Act 1984, s.57 (7) Public Health Act 1936, s.223 Open Spaces Act 1906, s. 15 Public Health Act 1936, s.198
Clocks	Power to provide public clocks	Parish Councils Act 1957, s.2
Closed churchyards	Powers as to maintenance	Local Government Act 1972, s. 215
Common pastures	Powers in relation to providing common pasture	Smallholdings and Allotments Act 1908, s.34
Conference facilities	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144
Community centres	Power to provide and equip buildings for use of clubs having athletic, social or recreational objectives	Local Government (Miscellaneous Provisions) Act 1976, s.19
Crime prevention	Powers to install and maintain equipment and establish and maintain a scheme for detection or prevention of crime	Local Government and Rating Act 1997, s.31
Drainage	Power to deal with ponds and ditches	Public Health Act 1936, s.260
Entertainment and the Arts	Provisions of entertainment and support of the arts	Local Government Act 1972, s.145
Gifts	Power to accept	Local Government Act 1972, s.139
Highways	Power to maintain footpaths and bridle-ways Power to light roads and public places Provision of litter bins Powers to provide parking places for bicycles and motor-cycles, and other vehicles Power to enter into agreement as to dedication and widening Power to provide roadside seats and shelters	Highways Act 1980, ss.43,50 Parish Councils Act 1957, s.3; Highways Act 1980, s.301
	Consent of parish council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes Power to provide traffic signs and	Litter Act 1983, ss.5,6 Road Traffic Regulation Act 1984, ss.57,63 Highways Act 1980, ss.30,72 Parish Councils Act 1957, s.1 Highways Act 1980, ss.47,116 Highways Act 1980, s.130 Road Traffic Regulation Act 1984, s.72 Highways Act 1980, s.96

Scope and Functions - List of Council Powers

Continued

Function	Powers and Duties	Statutory Provisions
	other objects or devices warning of danger Power to plant trees and lay out grass verges etc. and to maintain them	
Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1961, s.11
Land	Power to acquire by agreement, to appose, to dispose of Power to accept gifts of land	Local Government Act 1972, ss.124, 126,127 Local Government Act 1972, s.139
Litter	Provision of receptacles	Litter Act 1983, ss.5,6
Lotteries	Powers to promote	Lotteries and Amusements Act 1976, S.7
Mortuaries and post mortem rooms	Powers to provide mortuaries and post mortem rooms	Public Health Act 1936, s.198
Open spaces	Power to acquire land and maintain	Public Health Act 1875, s.164 Open Spaces Act 1906, ss.9 and 10
Parish documents	Powers to direct as to their custody	Local Government Act 1972, s.226
Telecommunications facilities	Power to pay public telecommunications operators any loss sustained providing telecommunication facilities	Telecommunications Act 1984, s.97
Public buildings and village hall	Power to provide buildings for public meetings and assemblies	Local Government Act 1972, s.133
Public conveniences	Power to provide	Public Health Act 1936, s.87
Town and country planning	Right to be notified of planning applications	Town and Country Planning Act 1990, Sched.1, para.8
Tourism	Power to encourage visitors provide conference and other facilities	Local Government Act 1972, s.144
Traffic calming	Powers to contribute financially to traffic calming schemes	Highways Act 1980, s.274A
Transport	Powers in relation to car-sharing Schemes, taxi fare concession and information about transport Powers to make grants for bus services	Local Government and Rating Act 1997, s.26, 28 and 29 Transport Act 1985, s.106A
War memorials	Power to maintain, repair, protect and alter war memorials	War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133
Water supply	Power to utilise well, spring or stream and to provide facilities for obtaining water from them	Public Health Act 1936, s.125

Scope and Functions - Who does what?

The Town Council must operate within the scope of the powers provided by statute. This is not an exhaustive list.

Who Does What?.....a (very) rough guide!

County Councils

Monitoring Officer for
County Members only

Education

Most schools
Special education
Nursery, adult, community

Personal Social Services
Securing Provision for the elderly,
children and those with
disabilities (including social care
and health and residential care)
Inspection Services

Planning

Strategic planning/structure plans
Minerals and waste planning
Historic buildings

Highways/Transport

Public transport
Highways and parking
Traffic management
Footpaths and bridleways
Transport planning
Street lighting

Emergency Planning

Recreation

Parks and open spaces
Support for the arts
Archives and Record Office
Museums/Art Galleries

Economic Development

Tourist Development

Environmental Services

Refuse disposal
Recycling

District Councils

Monitoring Officer
Ethics and Probity for District &
Parish Members

Housing

Management and maintenance
of council houses
Working with Housing
Association (known as
Registered Social Landlords)
Housing advice
Renovation grants
Homelessness
Unfit housing
Residential care

Cemeteries and Burials, Crematoria

Planning

Local Development Framework
Development control (Planning
applications and enforcement)
Advertising consent
Historic buildings
Conservation areas
Tree preservation

Highways/Transport

Unclassified roads
Off-street car parking
Traffic management
Footpaths and bridleways
Road safety
Local transport plans
Street lighting
Street naming

Emergency Planning

Recreation

Parks, open spaces and halls
Swimming pools and leisure
centres
Support for the arts
Museums and art galleries

Economic Development

Tourism Development

Environmental Services

Refuse collection/street
cleansing

Recycling
Management of travellers/gypsy
sites

Town Councils

Clocks

Closed Churchyards Burials/Cemeteries

Planning—as
consultees

Bus Shelters

War and other memorials

Street lighting

Public Open Spaces Village Halls Playing fields Museums and the Arts

Tourism Development

Litter bins and litter clearance

Local charities

Scope and Functions - Who does what?

Continued

<u>County Councils</u>	<u>District Councils</u>	<u>Town Councils</u>
Trading Standards	Food safety Public conveniences Markets Dog and pest control Noise abatement Health and Safety Seats Licensing	Markets Public seating Licensing—as Consultees
Registration of Births, Marriages and Deaths	Allotments	Allotments
Library and Information Service	Electoral Registration/Elections Council Tax and Business Rate collection	
Grants to voluntary bodies	Grants to voluntary bodies Help with Lottery Applications	Grants to voluntary bodies
Community Planning	Community Planning Community Safety (anti-social Behaviour, alcohol byelaws)	

NOTE : Both the county and district functions are discharged by single authorities in the case of metropolitan district councils and unitary councils.

SECTION 2:

SCHEME OF DELEGATION



1 Council Functions

The following matters are to be dealt with by the Full Council:

- 1.1 Appointment of the Town Clerk/Responsible Financial Officer.
- 1.2 Appointment of employees (other than 1.1 above) following a recommendation from the Town Clerk in consultation with the Employment Committee or sub-group of the Employment Committee (which will include the Chair and Vice-Chair of the Employment Committee).
- 1.3 Approval of Budget and setting the Precept.
- 1.4 Approval of the Council's Annual Accounts and the Annual Return.
- 1.5 Approval of the Audits of Accounts.
- 1.6 Authorisation of borrowing.
- 1.7 Adopting or changing all policies including the Standing Orders, Financial Regulations, and the Scheme of Delegation.
- 1.8 Making of Orders under any statutory powers.
- 1.9 Making, amending, or revoking bye-laws.
- 1.10 Matters of principle or policy.
- 1.11 Appointment of Standing Committees.
- 1.12 All personnel matters not delegated to the Town Clerk.
- 1.13 Nomination and appointment of representatives of the Council to any other authority organisation, or body (excepting approved conferences or meetings).
- 1.14 Any proposed new undertakings.
- 1.15 Responses to legislative and other allied consultations.
- 1.16 Prosecution or defence in a court of law other than an Employment Tribunal.
- 1.17 Nomination or appointment of representatives of the Council at any Inquiry on matters affecting the Town, excluding those matters specific to Committees.
- 1.18 All other matters which must, by law, be reserved to the Full Council.

2 Delegation to Committees

The matters set out in the Terms of Reference for a Committee are delegated to the Committees to make decisions on behalf of the Council, except in the circumstances set out in 2 i) below. Committees are delegated decision-making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision, it can only make a recommendation to Council.

Councillors will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as **RECOMMENDED**, and it will be brought to the attention of the Council for decision. Recommendations from a Committee will be identified separately on the Council Summons, from the Minutes of a Committee, in accordance with Standing Order 5.

Limits of delegation to Committees

A recommendation must be made to Council in the following circumstances:

- a. The adoption of a new policy or strategy
- b. Where the matter being considered would exceed the agreed budget
- c. Where the Committee resolves by simple majority to recommend the matter to Council
- d. Where the Town Clerk advises the Committee accordingly
- e. Where the Terms of Reference for the Committee specify that a recommendation be made to Council

2.1 All Committees

- 2.1.1 May create and appoint to Sub-Committees, Working Groups or Task & Finish Groups.
- 2.1.2 Approve its Minutes as true and accurate record.
- 2.1.3 To submit proposals in respect of funding to Finance & Governance Committee and RFO not later than November each year – using the Budget Request form.
- 2.1.4 Any other matters which may be delegated to it by the Council from time to time.
- 2.1.5. To report all matters of recommendation to Full Council.

3 Delegation to Officers

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations, and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to Council or a Committee. Similarly, where Officers have no delegated power to decide, they report the matter to the Committee or the Council for a decision.

3.1 Town Clerk and Responsible Financial Officer

The Responsible Financial Officer of the Council as defined in law, is responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time. This may be held by the Town Clerk, or another employee as appointed by the Town Council. The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 3.1.1 Issue all statutory notifications.
- 3.1.2 Receive declarations of acceptance of office.
- 3.1.3 Receive and record notices disclosing pecuniary interests.
- 3.1.4 Receive and retain documents and plans.
- 3.1.5 Hold the Council's seal and apply it to documents as approved or stated in the Standing Orders.
- 3.1.6 Sign notices or other documents on behalf of the Council.
- 3.1.7 Receive copies of bye-laws made by principal authority.

- 3.1.8 Certify copies of bye-laws made by the Council.
- 3.1.9 Prepare and sign summons to attend meetings.
- 3.1.10 To call any extra meetings of the Council or any Committees as necessary, having consulted with the Chair of the Council and/or the Chair of the appropriate Committee.
- 3.1.11 Ensure compliance with the Standing Orders and Financial Regulations.

In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council.

- 3.1.12 Ensure that all activities carried out within the Council's property and land have due regard to Health and Safety, Equality Act, and comply with all legislation in terms of public safety.
- 3.1.13 Manage all Town Council staff, either directly or indirectly.
 - i) Appointment of employees (other than 1.1 above) in consultation with the Chair and Vice-Chair of the Employment Committee.
- 3.1.14 Manage the provision of Council services, buildings, land and resources.
- 3.1.15 Day to day administration of services, together with routine inspection and control.
- 3.1.16 Authorisation to respond immediately to any correspondence requiring or requesting information or relating to any previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees. Including authorisation to delegate responses where appropriate to administrative staff.
- 3.1.17 Tenancy management.
- 3.1.18 Authorisation of urgent expenditure within the agreed budget.
- 3.1.19 Incur expenditure in an emergency up to £2,500 whether budgeted for or not.
- 3.1.20 Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
- 3.1.21 Deal with dispensation requests from Councillors under the Code of Conduct.
- 3.1.22 Deal with matters specifically delegated by Council or Committees.
- 3.1.23 Take all decisions relating to the training of staff.
- 3.1.24 Authorise minor adjustments to contracts of employment.
- 3.1.25 Responsible for the overall management of all budgets in accordance with Council policies.
- 3.1.26 Arrange insurance as required by the Council.
- 3.1.27 Management of Council salaries in accordance with contracts of employment.
- 3.1.28 Determine accounting policies, records, and control systems.
- 3.1.29 Project development of land, buildings and other resources, for consideration by Full Council.
- 3.1.30 Management of maintenance contracts.
- 3.1.31 Developing income generating activities.
- 3.1.32 Authorised to issue press releases on any Council activity exercised in accordance with Council's Press and Media Policy.

Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations, this Scheme of Delegation, and in line with The Openness of Local Government Bodies Regulations 2014.

For Information of the role of the Clerk please see: <https://askyourcouncil.uk/governancetoolkit/part-two-the-parish-clerk/>

3.2 Maintenance Technician

- 3.2.1 Day-to-day supervision of all employees in the Grounds Maintenance team.
- 3.2.2 Matters specifically delegated by Council Committees as communicated by the Clerk as Line Manager.

3.2.3 Management of external premises including but not limited to the Cemetery, Commons and Allotments.

4 Sub-Committees, Working Groups, and Task & Finish Groups

- 4.1 A Standing Committee may, if it believes that it would be appropriate, appoint a Sub-Committee, Working Group or Task & Finish group. A minimum of 3 Sheringham Town Councillors must be appointed to any Sub Committee, Working Group or Task & Finish Group. Employees of the Council cannot be appointed to any Sub-Committee, Working Group, or Task & Finish Group.
- a. Any powers to be delegated to such a Sub-Committee may be detailed at the time the Sub-Committee is formed by means of a minute detailing the terms of reference.
 - b. Sub-Committees are subject to the provisions of the Public Bodies (Admission to meetings) Act 1960.
 - c. Working Groups and Task & Finish Groups are not subject to the provisions of Public Bodies (Admission to Meetings) Act 1960. A Working Group/Task & Finish Group does not have decision-making powers. Its meetings are not open to the public.
- 4.2 Working Groups and Task & Finish Groups must present their recommendations to the body that created them – either, but not or, the appropriate Committee or Full Council; using a template recognised by STC.
- 4.3 A report of a Working Group or Task & Finish Group must present the majority view of the Sheringham Town Councillors that form the Group. If not all Councillors agree, then a brief minority report may be annexed to the majority report.

Co-optees

- 4.4 A Working Group or Task & Finish Group may, if their Terms of Reference allow, appoint such co-optees (who are not Members of the Town Council or Employees of the Town Council) as necessary to advise and assist with their work.

A co-optee or co-optees

- i) May advise and assist the Group
- ii) May be consulted by the Group
- iii) May not have voting rights
- iv) May not produce a report or recommendations to a Committee or the Council.

5 Delegation – Limitations

- 5.1 Committees, Sub-Committees, Task & Finish Groups, and Working Groups shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations, and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, bye-laws or orders made with any directions given by the Council from time to time.

SECTION 3: MEETINGS



1 Calling Meetings & Booking Rooms

- 1.1 The STC Admin Team will schedule meetings at the Community Centre or elsewhere appropriate for Full Council (3rd Tuesday of every month) and for the Planning Committee (1st and 3rd Tuesday of every month).
- 1.2 The STC Admin Team will schedule quarterly meetings for the Assets Committee, Climate Committee, Community Committee, and Finance & Governance Committee at Sheringham Community Centre or elsewhere appropriate.
- 1.3 The STC Admin Team will schedule meetings of the Employment Committee once every four months at Sheringham Community Centre or elsewhere appropriate.
- 1.4 Scheduled meetings will be agreed by Full Council and be advertised on STC social media and website. Once agreed, a copy of the meetings schedule to be displayed on the Otterndorf Green notice board.
- 1.5 If the Chair of the Council or Chair of a Committee would like to hold an extraordinary meeting for the appropriate body, they must contact the Clerk in writing requesting an extraordinary meeting and outlining the purpose of the meeting. Once agreed with the Clerk, the STC Admin Team will book an appropriate room at Sheringham Community Centre or elsewhere appropriate.
- 1.6 As per Standing Order 6b – “If the Chair of the Council (Town Mayor) does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place, and agenda for such a meeting must be signed by the two councillors.”
- 1.7 If Committees appoint a Sub-Committee, and such Sub-Committee’s wish to hold meetings, these are to be treated the same as any other request for a Committee Meeting. These should be planned out ahead of time and included in the publicised schedule of meetings. These meetings must include a formal agenda signed by the Proper Officer, be advertised, be attended by the Clerk (or other appointed Officer) for the purposes of minute taking and professional guidance. Any recommendations will first be taken to the next relevant committee meeting for approval, after which point the committee’s recommendations will be submitted to the Full Council for consideration. In calling an extraordinary meeting Rule 1.5 applies of calling meetings.
- 1.8 As per Standing Order 6.d – “If the Chair of a committee does not, or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee, any two members of the committee may convene an extraordinary meeting of a committee.”
- 1.9 The STC Admin Team will book rooms for all Sub-Committee meetings at Sheringham Community Centre or elsewhere appropriate.
- 1.10 If Working Groups or Task & Finish Groups wish to book a room at Sheringham Community Centre these must be arranged with the Community Centre Team directly.
- 1.11 If Working Groups or Task & Finish Groups require access to the STC virtual meeting software account, access can be arranged following a written request to the Clerk. The password will be reset periodically.
- 1.12 To allow the greatest opportunity for use by paying hirers, Task & Finish Group meetings and Working Group meetings will be limited to a maximum meeting time of 2 hours at Sheringham Community Centre. It is at the discretion of the Community Centre staff to permit such bookings. Priority will be given to Community Centre hirers above Task & Finish Group or Working Groups.
- 1.13 All requests for booking rooms at Sheringham Community Centre made to Community Centre staff must be in writing by Working Groups or Task & Finish Groups. The Clerk’s office must be copied into any requests.

2 Agendas

- 2.1 Agendas are drafted by the Clerk (or another appropriate Officer as delegated by the Clerk) in conjunction with the Chair of the relevant Committee. If due to extenuating circumstances the Chair is not available, the Vice-Chair is expected to deputise.
- 2.2 The Clerk's remit with regards to the creation of the agenda is detailed in Standing Order 9.
- 2.3 Standing Order 9 b. states that "No motions may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of notice or the day of the meeting."
- 2.4 All documents for the agenda should be submitted to the Clerk's office for distribution at least 7 clear days before the meeting; clear days do not include the day of notice or the day of the meeting. This provides the time for the Clerk to inspect the document prior to distribution and make suggestions or amendments as required. The Clerk has the final say on whether documents are included on the agenda.
- 2.5 Documents must be sent to the Clerk in such a condition that they do not require substantial alteration by the Admin Team for inclusion on the agenda. If the document is a policy to be considered, this policy must be in the condition that would be suitable if adopted.
- 2.6 The Clerk may agree, on occasion, to permit documents to be sent 'to follow' on the agenda and only if the Clerk believes the information is pertinent to the decision making process. This should be avoided as much as is possible. In such instances this information must be with the Clerk by 12.00pm Friday for a meeting on the subsequent Tuesday so that it may be distributed to Councillors.
- 2.7 Failure by Councillors to supply documents for discussion (in the appropriate timeframe identified above) will result in the item being deferred till the next relevant meeting.
- 2.8 No enclosures should be sent by Councillors to Councillors. All authorised item enclosures for the agenda are to come from the Clerk's office only.

Please see STC Standing Orders for further information

3. Attendance of Councillors at Committee meetings

- 3.1 All Councillors have an absolute right to attend any committee meeting of Sheringham Town Council – though this does not afford Councillors who are non-Committee members voting rights. The Chair of the committee has at their absolute discretion the right to allow a non-member to speak. A non-member would be required to notify the Chair in advance if they wished to speak on an agenda item. A non-member could make one statement per agenda item if invited to do so by the Chair. This statement should not exceed 3 minutes. Any further participation in the meeting by a non-member is at the invitation of the Chair.

SECTION 4:

STC FULL COUNCIL



1. An Overview

Sheringham Town Council meets on the third Tuesday of the month for a Full Council meeting at 7.30pm at Sheringham Community Centre, unless otherwise scheduled.

All council and committee meetings are open to the public and press although legislation permits their exclusion during consideration of commercially sensitive information, personnel issues, or where an individual's subject data will be under discussion.

Councillors are voted onto Council Committees, Sub Committees, Working Groups, or Task & Finish Groups – for further information on terms of reference for each please see relevant chapter.

General Information and good working practices:

Requesting an item for the Agenda: Councillors are to contact the Clerk to request items to be placed on the agenda. This should be done in good time (at least a week prior to the circulation of the agenda). Requests will only be considered by the Clerk when made in writing. When requesting an item for the agenda it must be accompanied by a fully written clear motion and accompanied with detailed supporting information.

For the benefit of fellow Councillors and members of the public it must be clear what is being discussed. Please see Meetings – Section 2.

In readiness for the Meeting: Councillors are encouraged to approach the Clerk, Chair of the Council, or relevant Chair of the Committee, or Councillor proposing the motion, with regards to any queries or questions they have about a particular item in advance of the meeting. This is in order to help with the smooth running of the meeting and appropriate time management.

Standing Order 3D: The Council believes in open and transparent governance wherever possible. However, a Committee has the right to exclude the press and public during any part of the meeting due to the special or confidential nature of the business to be transacted.

Councillors who are non-members of a committee that has passed a resolution excluding press and public do not have an absolute right to remain in the meeting. If, in the opinion of the Committee, the item is of a particularly sensitive or confidential nature, they will be asked to leave.

In such circumstances councillors will only be allowed to remain if they can demonstrate a 'need to know' as defined in the cases of *R v City of Birmingham District Council ex parte O* [1983] 1 AC 578 and *R v Hackney LBC ex parte Gamper* [1985] 1 WLR 1229. The decision of the Committee will be final.

Standing Order 3d - Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

For further information please see: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf

2. Regular Items at Full Council

Reports of STC Representatives on Outside Bodies - All STC Councillors who serve as representatives on outside bodies (as resolved at Full Council) are to report to Full Council regularly providing updates from their appointed organisation.

It is best practice that written statements are provided and circulated with the agenda ahead of the meeting to allow Councillors the opportunity to analyse the contents and ask any questions. Members acting as representatives must report to Full Council no less than once every 6 months, even if only to advise that there has been no further development in that organisation.

Councillors who serve as outside representatives should declare an interest and refrain from voting should their respective organisation submit a grant application in order not to unduly influence the awarding of STC monies.

Clerk's Report – This item is for information purposes only and should not form a discussion. Should Councillors have any queries about the points raised this should be discussed with the Clerk after the meeting.

Town Mayor's Announcements - This item is for information purposes only and should not form a discussion. Should Councillors have any queries about the points raised this should be discussed with the Mayor after the meeting.

District and County Councillor Reports – Councillors should ensure that all reports are studied in readiness for the meeting and have any questions ready for the relevant individual. District and County Councillors are invited to attend all scheduled Full Council meetings.

Finance – Once a month STC approve the expenditure for the applicable month. Councillors must study and, if satisfied, sign acceptance of the accounts for payment. Councillors should not use the meeting as an opportunity to read the accounts for payment as this does not allow Councillors time to critically consider the information supplied. This must be read and understood in readiness of the meeting.

SECTION 5: STC COMMITTEE STRUCTURE

An Overview

A Councillor is permitted to join a maximum of 5 of the following 6 Committees (excluding the Mayor who serves as ex-officio on all committees):

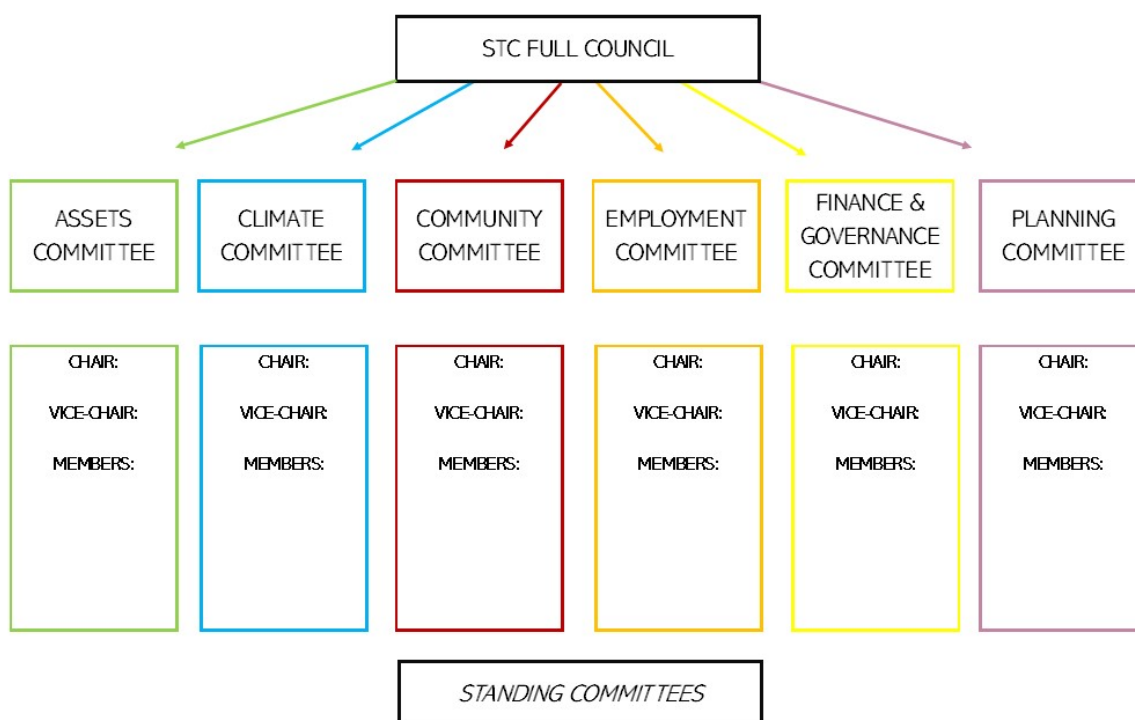
- Assets Committee
- Climate Committee
- Community Committee
- Employment Committee
- Finance & Governance Committee
- Planning Committee

In order to be a member of any Sub-Committee, Working Group, or Task & Finish Group, Councillors must first be appointed onto the relevant parent committee.

Only by exception no sub-committee, Task & Finish Group, or Working Group will feed directly into Full Council, and must be appointed by a relevant Committee or Sub-committee.

Wherever possible Councillors should refrain from serving as Chair for more than one Committee in any one year. This is to encourage an equality of opportunity amongst Councillors, to allow Chairs time to focus on responsibilities, to limit the perception by the public that any one Councillor wields any additional power, and to enhance the knowledge and experience of the collective.

As the Mayor serves as ex-officio and is not democratically appointed by Sheringham Town Council Members onto committees themselves, in order to be appointed as Chair of a committee (which is not advised for the reasons cited in 5), they must first be voted to serve as a committee member. The Mayor may, if they so wish, request to be democratically appointed to a committee, if so agreed by Sheringham Town Council.



Assets Committee (AC) - Terms of Reference

1. Constitution and Authority

- a. The Assets Committee is constituted as a Committee of Sheringham Town Council (the Council).
- b. The Committee is authorised by the Council to manage any activity within its Terms of Reference.
- c. The Committee's Terms of Reference will be reviewed annually, but may be amended at any time by Full Council.
- d. The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council.
- e. The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise, or knowledge with the agreement of the Council Chair, Chair of the Assets Committee, and the Clerk. All correspondence to outside bodies must be issued by the Clerk, unless otherwise delegated by the Clerk. Any necessary expenditure for external advice needs approval by Full Council.

2. Membership

- a. The Committee shall be appointed at the Annual Council Meeting in May, or at a Full Council meeting during the year if necessary.
- b. The Committee will consist of not less than four members and not more than ten STC Members. In accordance with the relevant Standing Order, the Mayor of the Council may attend all Committee meetings and exercise their right to speak. The Chair of Council as ex officio cannot vote unless elected onto a Committee.
- c. All Committees shall elect a Chair and Vice-Chair annually at the Annual Council Meeting in May, or at the first meeting of the Committee following the Annual Council Meeting.
- d. Co-opted members are permitted to be appointed to the Committee, however, not more than three shall serve, and shall not vote.

3. Meetings and Reporting

- a. Meetings to be held four times a year (once per quarter), and at other times if deemed necessary by the Council or Chair of the Committee.
- b. The quorum necessary for the transaction of business for the Committee shall be not less than four STC Members.
- c. Other Councillors have the right to attend the Committee meetings, with the right to speak if invited to do so by the Chair on the Committee. They have no right to vote.
- d. Members of the public may attend the Committee meetings and make verbal representation on any business to be transacted on the agenda. This is to be controlled by the Chair of the Committee in line with STC Standing Orders.
- e. The draft minutes of each Committee meeting will be circulated for approval with the agenda and associated documents for the next relevant Full Council Meeting (usually scheduled 1-2 weeks after the meeting of the Committee).

4. Roles, Responsibilities and Delegations

- a. To enhance, develop and ensure best practice is undertaken with regard to all STC owned/managed assets, or those in which STC has a beneficial interest, providing best value to residents.
- b. To support the development of Sheringham town centre, residential areas, green spaces, and seafront that is accessible and supports a robust retail and services sector that serves the needs of residents, businesses, community groups, and visitors throughout the year.
- c. Through the Councillor Representatives on outside bodies, report issues and concerns about the town centre, residential areas, green spaces, and seafront to Full Council with proposals where appropriate.
- d. To undertake a minimum of two sea front audits a year, which subject to Full Council approval, will be supplied to NNDC.
- e. To take instruction and guidance from Full Council when and where appropriate.
- f. The Assets Committee Chair to meet with the Maintenance Technician, Clerk, and where possible Chair of Employment Committee, annually, to critically assess resources owned by STC and to put forward recommendations to the Assets Committee based on this information.
- g. To submit budget recommendations, including consideration of grant funding to the RFO, and Finance & Governance Committee by November for the following financial year.
- h. To be responsible for the management and carrying out the tasks as detailed.
- i. To receive regular reports from the Maintenance Technician, Weybourne Road Allotment Holders Association, and Honourable Warden, with relation to the condition of appropriate assets.
- j. To ensure the Council has a plan which feeds into and is led by the Town Plan, in terms of capital replacement and maintenance of STC assets.

Core Asset List - Further detail:

Allotments (some delegated powers)

- The Assets Committee is responsible for overseeing the writing and reviewing of Allotment Policies, including the Tenancy Agreement, and reviewing fees ahead of issue in September.
- Fees are to be reviewed annually by the Clerk's office to ensure the Council is responsibly managing both its finances and assets appropriately, researching what other allotment sites offer locally, consulting with the RFO about the ongoing costs associated with the management of the site (water, rates, physical resources used, projects undertaken, and approximate time spent by STC employees to manage). Council should have a clear understanding of the cost and revenue balance of providing this asset with recommendations to be submitted to the Assets Committee. It is recommended that the Task & Finish Group consist primarily of non-allotment holders wherever possible in order to be seen as not providing preferential treatment. The WRAHA may be consulted and asked for recommendations, however, allotment tenants should not be part of any discussion involving fees given the pecuniary interest they hold. STC should not offer a dispensation on this aspect of the Committee's work.
- Allotment inspections are to be undertaken by the Maintenance Technician, unless otherwise delegated, and a written report to be supplied to the Assets Committee once per quarter, detailing findings and recommendations ahead of the Assets Committee meeting.
- Assets Committee members are to be invited by the Clerk, once a year during summer months, to inspect the site alongside the Maintenance Technician, ensuring STC allotment policies have been complied with. Members do not have the authority to attend the allotment site with the purpose of inspecting plots without prior consent of the Clerk as per the relevant Standing Order.
- To hold Annual Allotment Awards – with recommendations to be supplied by a third party. The Award Ceremony to take place at the Annual Parish Meeting.
- To consider future needs and potential development of the allotment site including, but not limited to, allotment extension, raised beds, and sheds.
- Day-to-day management of the allotments to be overseen by the Town Clerk and Maintenance Technician – The Clerk's Office has delegated authority to serve notice on allotment tenants who contravene the Tenancy Agreement (following recommendation from the Maintenance Technician following inspections), to manage the waiting list, to offer new plots, to serve warning letters and all other general correspondence. The Assets Committee to receive a report as to the current status and councillors may enquire as to the ongoing process, however, they do not have the power to directly intervene, manage, or engage with allotment tenants/prospective allotment tenants.

CCTV

- Assets Committee to consider STC owned CCTV coverage in Sheringham and recommend improvements to infrastructure.
- Assets Committee to evaluate the need for CCTV presence within the town.
- Council should have a clear understanding of the cost and revenue balance of providing this asset.

Cemetery

- The Clerk's office will review cemetery fees annually to ensure responsible management of STC's finances and submit a report to the Assets Committee for consideration.
- The Council should have a clear understanding of the cost and revenue balance of providing this asset.
- The STC Maintenance Technician to inspect site and prepare a written report to be circulated to members ahead of Assets Committee meetings.
- Assets Committee members invited annually by the Clerk to undertake an inspection of the Cemetery site to ensure compliance with regulations. Members do not have the authority to attend the Cemetery site with the purpose of inspecting the site without prior consent as per Standing Order 25 a.i.
- Assets Committee to consider the future needs of the Cemetery including but not limited to – development of infant section on the site, woodland burial site, provision of benches, how to make the site more attractive, provision of waiting area etc.
- Assets Committee to develop a strategy with regards to the Cemetery extension land.
- Ensure the correct procedures are in place in regard to burials.
- Ensure that correct process is in place to comply with pollution regarding the site.
- Ensure the development of a digital database and Cemetery records.

Commons

- STC to appoint an Honorary Warden who will be invited to submit written reports and attend meetings as a co-opted member.
- Assets Committee to consider the future needs of the Commons.
- Consider the conservation and promotion of local biodiversity in all its activities, particularly the management of its open spaces and woodlands.

Community Centre

- To review Community Centre fees annually to ensure responsible management of STC finances.
- To review the use and management of the facility and consider use of time and space, hire rates, promotion of the facility and maintenance schedule.
- To consider the future needs of the community when developing the Community Centre.
- To ensure the facility is maintained to a high standard.
- To consider all the above within the context, as agreed by STC, that the Community Centre primary objective is to be a space for the community for health, wellbeing, and education, and as an appropriate accessible space for STC operations.

HRU Sheds

- To consider leases and contracts when up for renewal.
- To ensure best value for Sheringham residents.

Morley Hill (if and when transfer takes place)

- To develop STC's strategy for Morley Hill and how the site can serve its community.

Otterndorf Green Noticeboard

- STC staff are responsible for reporting any damages to the Assets Committee (or Full Council if in need of urgent repair).
- To ensure the asset is well maintained.

Putting Greens

- To protect and enhance community assets within the Town as green spaces.
- To ensure best value for Sheringham residents in any agreements formed with NNDC.
- To develop and consider documents including application forms and licences for prospective Putting Green Tenants.
- Develop strategy for the future of the Putting Greens.

Sheringham Wood

- To consider future needs of Sheringham Wood.
- To evaluate contract if/when up for renewal.
- To ensure appropriate health and safety measures.

Sports Pavilion

- To ensure the facility is maintained by the leasee in accordance with the terms of the lease.
- To ensure appropriate health and safety measures by the leasee in accordance with the terms of the lease.

STC owned Benches

- To consider any ongoing maintenance.
- To consider provision of benches within the town.
- To establish and review an STC Bench Policy, which will consider residents' requests for benches, any charges, how long the bench will be in situ, upkeep costs, materials etc.

STC owned Bus Shelters

- To ensure these are maintained to an adequate condition.
- To consider future needs of Sheringham residents.

STC owned Sheds / Equipment

- To consider STC resources and infrastructure including Maintenance Technician shed(s) and equipment are appropriate to both safely and efficiently undertake work, both in the short and long-term.
- To budget for improvements for all equipment used by STC staff in undertaking work.

Street Lighting

- Assets Committee to appoint a task & finish group to annually survey STC-owned streetlights as an independent audit.
- Assets Committee to consider LED infrastructure strategy for future development and capital replacement and maintenance programme.

Town Clock

- To consider any ongoing maintenance or repairs required, and that this is appropriately budgeted for.
- To consider any improvements which could be established for the benefit of residents.

Verges

- If contracts are taken on from NCC Highways department, to ensure value for money for Sheringham residents.

War Memorial

- To ensure the War Memorial is maintained to an acceptable standard.
- To consider and budget for the future needs and repairs of the War Memorial.

War Memorial Garden (not owned by STC)

- To work with NNDC and NCC to ensure the asset is maintained to a high standard.

Climate Committee - Terms of Reference

1. Quorum

The quorum of the Committee shall be 3 voting members. Voting members are STC Councillors.

2. Scope of work

The Climate Committee will discuss and make recommendations to Council on matters pertaining to climate. The Committee will consider and respond to all climate proposals, ideas, and communications.

The Committee will engage with the community and raise the profile of the Climate Committee work carried out by the Council. Opportunities will be made available to the public to share skills and contribute to the Committee.

3. The Climate Committee will have full delegated powers and responsibilities for the following:

- Tackling carbon emissions
- Biodiversity management/enhancement
- Creation of documents such as the Climate Emergency Action Plan
- Influence planning applications where possible
- Outreach to charities/groups such as Wildlife Trusts and environmental groups
- Map the environmental achievements of the Parish e.g. energy efficiency, carbon reduction
- Climate Emergency Action Planning
- Research and apply for grant funding
- Creation and maintenance of a Climate blog page on the Council website
- Climate projects
- Climate community events

This list is not exhaustive and the Committee will be responsible for anything climate related.

4. Public recruitment

Members of the public to be invited to committee meetings regularly via platforms such as Facebook, the Council website, and the In The Loop newsletter. All meetings should be publicised. Members of the public can be a member of the Committee but will not have voting rights. Appropriate persons can be invited to attend meetings where applicable.

5. Delegated powers

Full delegated powers to deal with any climate grant applications or correspondence. Minutes of all meetings to be ratified at the next Full Council meeting. The Committee can only spend to that of the budget Full Council have approved for climate work.

6. Meeting schedule

Meetings to be arranged as and when required depending on climate work. Minimum number of meetings should be at least every quarter. Where possible, a schedule of meetings and project topics to be scheduled and circulated to Members and public.

7. Group Membership

There is to be a minimum of three STC Councillors on the Committee. Five members should be involved to ensure a quorum and a range of skills and experience. There is no limit of non-Councillors being part of the Committee but in order to have efficient and effective meetings no more than 5 is recommended.

Community Committee - Terms of Reference

1. Constitution and Authority

- a. The Community Committee is constituted as a Committee of Sheringham Town Council (the Council).
- b. The Committee is authorised by the Council to manage any activity within its Terms of Reference.
- c. The Committee's Terms of Reference will be reviewed on an annual basis, but may be amended at any time by Full Council.
- d. The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council.
- e. The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise or knowledge with the agreement of the Council Chair, Chair of the Community Committee, and the Clerk. All correspondence to outside bodies must be issued by the Clerk, unless otherwise delegated by the Clerk.

2. Membership

- a. The Committee shall be appointed at the Annual Council Meeting in May, or at a Full Council meeting during the year if necessary.
- b. The Committee will consist of not less than three members and not more than seven STC members. In accordance with the relevant Standing Order the Mayor of the Council may attend all Committee meetings and exercise their right to speak. The Chair of Council as ex officio cannot vote unless elected onto a Committee.
- c. All Committees shall elect a Chair and Vice Chair annually at the Annual Council Meeting in May, or at the first meeting of the Committee following the Annual Council Meeting.
- d. Co-opted Members are permitted, with not more than 5 co-opted members, who shall not vote.

3. Meetings and Reporting

- a. Meetings to be held four times a year (once per quarter), and at other times if deemed necessary by the Council or Chair of the Committee.
- b. The quorum necessary for the transaction of business for the Committee shall be not less than three STC Members.
- c. Other Councillors have the right to attend the Committee meetings, with the right to speak if invited to do so by the Chair on the Committee. They have no right to vote.
- d. Members of the public may attend the Committee meetings and make verbal representation on any business to be transacted on the agenda. This is to be controlled by the Chair of the Committee in line with STC Standing Orders.
- e. The draft minutes of each Committee meeting will be circulated for approval with the agenda and associated documents for the next relevant Full Council Meeting (usually scheduled 1 -2 weeks after the meeting of the committee).

4. Roles, Responsibilities and Delegations

- a. To develop a Community Engagement Strategy, with recommendations to be submitted to Full Council for approval.
- b. To monitor Town Council social media and website posts (to be produced by the Press Officer or delegated council employee).
- c. To organise an Annual Community Engagement Day for the public to interact with Councillors outside of the Annual Town Meeting setting. Details of plans, and proposed budget to be submitted to Finance & Governance Committee and the Clerk/RFO by November for following financial year.
- d. To organise and facilitate events for which STC has expressed its support or which align with STC's vision and value. To produce and supply press statements to the Clerk's office for consideration, including but not limited to: Ending Domestic Violence, International Women's Day, World Earth Day, Plastic Awareness Campaign including Sheringham Plastic Free coastline status, Fairtrade, Mental Health Awareness, and Sheringham Dementia Friendly Community.
- e. To aid with knowledge of social causes, and to help promote Sheringham as a progressive, vibrant, and inclusive community. The Community Committee to identify a cause or charity for STC to champion for the year, and to create content and possible event(s) to further the work of such cause/charity. A different cause to be selected annually.
- f. To identify any budget requirements and submit these to the Clerk and Finance & Governance Committee by November for the following financial year.
- g. To organise and liaise with Councillors the formation and implementation of a Councillor Surgery both in person and remotely.
- h. To appoint two Domestic Violence Champions who will work towards raising awareness of support that is available. DV Champions to report to Full Council at least twice a year on support that is available, and/or ways in which the delegated persons have increased awareness.
- i. Ensuring the 24/7 accessible boards are maintained in the town and encourage further sites across the town.
- j. Work with and support community organisations, residents and businesses within the town including a close relationship with but not limited to NNDC, NCC, Experience Sheringham, Carnival, Sheringham Dementia Friendly Community, Sheringham Plastic Aware and other key stakeholders within the town
- k. Administer, promote and implement a Community Award Scheme – To write and agree award categories, promote and advertise within the Town, and recommend to Council proposed winners for each category. Recommendations to go to Full Council.
- l. To identify and consider the needs of residents, young and old, and what resources may be required to support them.
- m. To develop and review every three years, the Communication Policy, Social Media and Online Policy, and other policies within the scope of the Community Committee.
- n. To aid in the promotion of Sheringham as a premier location to live, work and visit.
- o. To act in an advisory capacity to STC on matters of business retention, growth and expansion by promoting a positive business climate, thereby fostering new industry, employment opportunities and well-paid employment.
- p. Provide recommendations to enhance future growth and prosperity in Sheringham.

Employment Committee - Terms of Reference

EMPLOYMENT COMMITTEE TERMS OF REFERENCE – Revised November 2023, Approved by Full Council 17.01.23

Purpose

To support the Clerk in their management of staff matters

To foster good working relations between The Council and employees

To prepare and send related budget recommendations to the Clerk/RFO and Finance & Governance Committee by November for the following financial year

Constitution and Authority

1.1 The Employment Committee is constituted as a Committee of Sheringham Town Council (the Council).

1.2 The Committee is authorised by the Council to manage any activity within its Terms of Reference.

1.3 The Committee's Terms of Reference will be reviewed on an annual basis but may be amended at any time by Full Council.

1.4 The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise or knowledge with the agreement of the Council Chair, Chair of the Employment Committee, and the Clerk. All correspondence to outside bodies must be issued by the Clerk, unless otherwise delegated by the Clerk, budget allowing.

1.5 At the discretion of the Chair of Employment a subgroup of the Employment Committee consisting of the Chair and Vice Chair of the Committee may convene to address any necessary matters.

1.6 The Chair of Council and Chair of Employment Committee are authorised to act on behalf of Council in day-to-day line management of the Clerk including the Clerk's holiday requests and absence reporting.

Membership

1.1 The Committee shall be appointed at the Annual Council Meeting in May, or at a Full Council meeting during the year if necessary

1.2 The Committee shall elect a Chair and Vice Chair annually at the Annual Council Meeting in May, or at the first meeting of the Committee following the Annual Council Meeting

1.3 The Committee will be made up from Council members only

1.4 The Committee will consist of not less than 3 members and not more than 7 members. In accordance with the relevant Standing Order, the Chair of the Council may attend all Committee meetings and exercise their right to speak. The Chair of Council as ex-officio cannot vote unless elected onto the Committee.

Meetings and Reporting

1.1 The Committee will have a set calendar and will be convened by the calling of a meeting by the Clerk or delegated Officer in conjunction with the Chair of Employment.

1.2 Once properly convened and the appropriate resolution passed, all confidential business of the Committee will be conducted in closed session (those items taken under 3D of Standing Orders that relate to commercially sensitive information, contracts or terms of tender, or personal information relating to staff) and will remain confidential.

1.3 Other Council Members are able to attend Employment Committee meetings but will be required to leave during closed session.

1.4 Meetings to be held a minimum of three times per year, and at other times if deemed necessary by the Council or Chair of the Committee

1.5 The quorum necessary for the transaction of business for the Committee will be not less than three.

1.6 There will be no audio-visual recording of meetings in closed session unless at the discretion of The Clerk and Chair of the Employment Committee.

1.7 Minutes of meetings will be taken by The Clerk or an appointed person.

1.8 A report of meetings will be presented to Full Council by The Chair of Employment Committee with general matters reported, at the earliest opportunity, and formally approved at the next meeting of the Employment Committee. Matters of the Committee that are held in closed session will be communicated in summary only e.g. 'three confidential staff matters were discussed.'

Specific Roles:

1. To follow ACAS guidance in employment matters.
2. To receive recommendations from the Clerk, and recommend to Full Council, changes and updates to documents relating to employees including Employment-related policies*, Employment Contracts and Job Descriptions, and the Staff Handbook to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service.
3. To ensure the necessary policies and procedures are kept up to date in accordance with relevant legal requirements, and the outcome of any discussions on employment matters are appropriately reported to Full Council to consider appropriate action.
4. To have oversight of all Grievance and Disciplinary action within the Council in line with the Council's Grievance and Disciplinary Policies. This includes having decision-making responsibility in any grievance or disciplinary action as set out in the related policies. Where the Clerk has responsibility for grievance and disciplinary issues this will be under the management of the Committee or sub-group of the Committee.
5. To receive a report from the Clerk on annual appraisals of staff and to inform the Full Council that they have been conducted. The Clerk's Appraisal will be conducted by the Chair of Council and the Chair of Employment Committee. (The Clerk will conduct the Appraisals of other Employees).
6. To receive, at each ordinary meeting of the Employment Committee, a monthly report from the Clerk on staff attendance. In the case of absence management, the Clerk will be responsible for early-stage absence management and the Employment Committee will become involved where further intervention or more formal processes may be required. This will involve, in the case of the Clerk, the Chair of Council and Chair of the Employment Committee reviewing medical reports pertaining to the Clerk. For other Employees with health problems, the Clerk and the Chair or Vice-Chair of the Committee will review medical reports. The Committee In conjunction with the Clerk is responsible for ensuring the Council's legal obligations in relation to the Equality Act 2010 are fulfilled. This will be subject to protection of the individual's right to privacy.
7. To manage all elements of recruitment to the post of Clerk. Recruitment of other posts will be managed by the Clerk in conjunction with the Chair and Vice-Chair of the Employment Committee.
8. The Committee will be responsible for advertising the vacancy of Clerk, short-listing applicants, conducting interviews, and deciding the outcome of the recruitment process. The Committee will be allocated a budget to enable it to conduct these activities.
9. In conjunction with the Clerk, the Chair of Employment and Chair of Council, to manage any overtime budget and agree any additional hours to be worked within the financial constraints of that budget including those undertaken by the Clerk.
10. In conjunction with the Clerk, to conduct an annual review of the overall staff structure of the Council, the number and type of Employees employed by the Council and salary costs, to ensure that the workforce is able to meet the needs and ambitions of the Council.
11. All members of the Committee to attend a suitable training course on employment legislation within three months of joining the Committee.
12. Chair of Employment and Chair of Council to attend periodic Staff Team Meetings.
13. Activities related to the Staff Appreciation Programme.
14. To prepare and send related budget recommendations to the Clerk/RFO and Finance & Governance Committee by November for the following financial year.
15. To undertake any other work authorised by Full Council.

*** Policies to include:**

- Employment contracts
- Disciplinary and Grievance
- Equality and Diversity
- Health and Safety (including fire policy, VDU, eye care, alcohol and drugs, major incident policy, employee counselling)
- Bullying and Harassment
- Computer Use
- Email, Internet and Phone
- Absence (sickness, holiday, authorised/unauthorised), parental, care for dependents)
- Flexible working
- Maternity, adoption and surrogacy leave
- Homeworking (if relevant to the employee's position)
- Retirement
- Family friendly (e.g. maternity, paternity, adoption, paternal leave, special leave, special working)
- Conduct (e.g. use of council property, conflict of interest/ ethics)
- Member/Officer Protocol
- Employee Handbook

Finance & Governance Committee - Terms of Reference

1. Constitution and Authority

- a. The Finance & Governance Committee is constituted as a Committee of Sheringham Town Council (the Council).
- b. The Committee is authorised by the Council to manage any activity within its Terms of Reference.
- c. The Committee's Terms of Reference will be reviewed on an annual basis, but may be amended at any time by Full Council.
- d. The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council.
- e. The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise, or knowledge with the agreement of the Council Chair, Chair of the Finance & Governance Committee, and the Clerk. All correspondence to outside bodies must be issued by the Clerk, unless otherwise delegated by the Clerk.

2. Membership

- a. The Committee shall be appointed at the Annual Council Meeting in May, or at a Full Council meeting during the year if necessary.
- b. The Committee will be made of Council Members only.
- c. The Committee will consist of not less than three members and not more than seven members. In accordance with the relevant Standing Order the Mayor of the Council may attend all Committee meetings and exercise their right to speak. The Chair of Council as ex officio cannot vote unless elected onto a Committee.
- d. All Committees shall elect a Chair and Vice-Chair annually at the Annual Council Meeting in May, or at the first meeting of the Committee following the Annual Council Meeting.

3. Meetings and Reporting

- a. Meetings are to be held four times a year (once per quarter), and at other times if deemed necessary by the Council or Chair of the Committee.
- b. The quorum necessary for the transaction of business for the Committee shall be not less than three.
- c. Other Councillors have the right to attend the Committee meetings, with the right to speak if invited to do so by the Chair on the Committee. They have no right to vote.
- d. Members of the public may attend the Committee meetings and make verbal representation on any business to be transacted.
- e. The draft minutes of each Committee meeting will be circulated for approval with the agenda and associated documents for the next relevant Full Council Meeting (usually scheduled 1 -2 weeks after the meeting of the committee).

4. Roles, Responsibilities and Delegations

- a. To budget for the Council's administration requirements for each financial year.
- b. To budget for the Council's spending on other matters for which no other Committee has responsibility, including Section 137.
- c. To collate budgets from other Committees, negotiate adjustments, and recommend a total budget to the Council in December or January each year.
- d. To monitor overall financial matters and the use of reserves against the approved budget for the Council.
- e. To ensure the appropriate level of internal audit is undertaken.
- f. To ensure that a risk assessment is completed annually, and a risk register is maintained.
- g. To ensure that the Council's Asset Register is monitored and updated annually.
- h. To monitor the Council's overall compliance with the Financial Regulations adopted by the Council to ensure sound and open governance of financial matters and actions taken in the name of the Council.
- i. To review the Financial Regulations annually to ensure they are fit for purpose.
- j. In addition, to make recommendations where necessary to the Council following periodic 'fit for purpose' review of governance to include the Constitution of the Council, Standing Orders, Committees' Terms of reference, Code of Conduct, Risk Management, External Complaint Procedure, GDPR, Freedom of Information Policy, Co-option Policy, and any other policies as deemed appropriate.
- k. The Council delegates the above roles to the Committee on the basis that the whole resultant work is being undertaken by the Council as a whole.
- l. To develop and keep under review the Town Plan, Business Plan, Mission Statement and Action Plan.
- m. To ensure the annual cyclical process of the Council setting strategic direction, goals and key processes is completed prior to the development of the annual Draft Budget.
- n. To report on Committee Meetings at Full Council meetings, identifying any specific issues for further action by the Council.

Planning Committee - Terms of Reference

1. Constitution and Authority

- a. The Planning Committee is constituted as a Committee of Sheringham Town Council (the Council).
- b. The Committee is authorised by the Council to manage any activity within its Terms of Reference.
- c. The Committee's Terms of Reference will be reviewed on an annual basis, but may be amended at any time by Full Council.
- d. The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council.
- e. The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise or knowledge with the agreement of the Council Chair, Chair of the Employment Committee, and the Clerk. All correspondence to outside bodies must be issued by the Clerk, unless otherwise delegated by the Clerk.

2. Membership

- a. The Committee shall be appointed at the Annual Council Meeting in May, or at a Full Council meeting during the year if necessary.
- b. The Committee will be made up from Council Members only.
- c. The Committee will consist of not less than 3 members and not more than 7 members. In accordance with the relevant Standing Order the Mayor of the Council may attend all Committee meetings and exercise their right to speak. The Chair of Council as ex officio cannot vote unless elected onto a Committee.
- d. All Committees shall elect a Chair and Vice-Chair annually at the Annual Council Meeting in May, or at the first meeting of the Committee following the Annual Council Meeting.

3. Meetings and Reporting

- a. Meetings to be held a minimum of once a month (subject to planning applications deadlines), and at other times if deemed necessary by the Council or Chair of the Committee.
- b. The quorum necessary for the transaction of business for the Committee shall be not less than three.
- c. Other Councillors have the right to attend the Committee meetings, with the right to speak if invited to do so by the Chair on the Committee. They have no right to vote.
- d. Members of the public may attend the Committee meetings and make verbal representation on any business to be transacted.
- e. The draft minutes of each Committee meeting will be circulated for approval with the agenda and associated documents for the next relevant Full Council Meeting (usually scheduled 1-2 weeks after the meeting of the committee).

4. Roles, Responsibilities and Delegations

- a. To review and comment upon all planning applications within the parish, and those which are of relevance in immediately boarding parishes.
- b. To consider both the Local Neighbourhood Plan (when established), NNDC Planning Policy, and Core Strategy when submitting any comments to the Planning Officers.
- c. Delegated authority to instruct the Clerk's Office to write or use electronic communication, following the relevant planning meeting, to pursue any planning matters.
- d. To develop, implement and review the Local Neighbourhood Plan (when established).

SECTION 6:

TASK & FINISH GROUPS

REPORTING TO FULL COUNCIL



Morley Hill Task & Finish Group – Terms of Reference

The Morley Hill Task & Finish Group is to determine the viability of transfer of ownership from Norfolk Homes Ltd to STC and the considerations under which a transfer may take place. The Group is to operate as a Task & Finish Group under the auspices of Full Council until such a time that the outcome of the transfer of ownership is determined.

1. Constitution and Authority

- a. Morley Hill Task & Finish Group is constituted as a task & finish group of Sheringham Town Council (the Council).
- b. The Task & Finish Group is authorised by the Council to manage any activity within its Terms of Reference.
- c. The Task & Finish Group's Terms of Reference may be amended at any time by the Council.

2. Membership

- a. The Task & Finish Group shall be appointed at the Annual Council Meeting in May, or at a Full Council meeting during the year if necessary.
- b. The Task & Finish Group may permit co-opted members, with a maximum of 2 persons permitted.
- c. The Task & Finish Group will consist of not less than three and not more than seven members (including two co-opted members). In accordance with the relevant Standing Order the Mayor of the Council may attend all town council meetings and exercise their right to speak as ex-officio. As a task & finish group, formal votes are not recorded.
- d. As a task & finish group, a Chair will not be appointed, however a Task & Finish Group Lead may be appointed if this assists with the smooth running of the group.

3. Meetings and Reporting

- a. As a task & finish group, meetings do not need to be publicly advertised, minuted, or attended by the Clerk.
- b. The Task & Finish Group must produce a written report with recommendations, using STC Working Group/T&F Group Template, for recommendations to be approved by Full Council.

4. Roles, Responsibilities and Delegations

- a. Determine the viability of a transfer of Morley Hill from Norfolk Homes Ltd to STC.
- b. Should the transfer of ownership take place, to develop STC's strategy for the management of Morley Hill.
- c. To ensure best value for Sheringham residents.
- d. To recommend to Full Council any budget recommendations to ensure that the site is fit for purpose.

SECTION 7: USEFUL RESOURCES AVAILABLE

<http://askyourcouncil.uk/>

<https://www.norfolkalc.gov.uk/>

<https://www.local.gov.uk/>

<https://www.slcc.co.uk/>

<https://www.nalc.gov.uk/>

<https://www.lgrc.uk/>

<https://www.gov.uk/understand-how-your-council-works>