



Kington Town Council



ENVIRONMENT COMMITTEE

MEMBERSHIP

1. Membership of the Committee to be 9 (nine) councillors, including, ex-officio the Mayor and Deputy Mayors, with 6 (six) other members to be appointed annually.
2. The quorum for the Committee shall be 5 (five) members
3. The Chair will be elected at the first meeting of the Committee after Kington Town Council annual meeting.
4. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.

OPERATIONS

5. The Environment Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Kington Town Council Annual Meeting.
6. All committee decisions will have regard to the Ethical Policy adopted by the Council in 2012
7. The Environment Committee will meet every other month, with a minimum of six meetings per annum. It will convene more frequently only as required by the business of the Town Council.
8. The Clerk of the Council will be responsible for servicing the Committee
9. The Clerk of the Council will undertake any correspondence required.
10. The Agenda will be published, with items to be discussed listed, 3 (three) clear working days in advance of the meeting.
11. Minutes will be taken and distributed with Kington Town Council papers and agreed at the next Committee meeting.
12. Only members of the Committee may vote on resolutions put to the Committee.
13. All meetings of the Committee shall be open to the public, except that the Committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation.

DELEGATED POWERS

14. The Environment Committee will have such delegated powers as are conferred by resolution of the full Council.

15. In relation to the Council's designated and statutory responsibilities, the Committee's delegated powers are:
- a. Maintain oversight of the Churchyard, recommending to the Town Council such works as are required and liaising with appropriate persons from the Church in relation to this responsibility, and the expenditure of its budget.
 - b. Supervise the Lengthman's scheme, making such recommendations to the Town Council as may from time to time be required, and the expenditure of its budget
 - c. Monitor the provision and condition of street furniture in the town and make recommendations to the Council for expenditure on items including bins, bus shelter, seats and war memorial (i.e items owned by KTC).
 - d. Monitor highway matters, including the condition of highways, pavements, lighting, signs and street names. The Committee will ensure that matters of concern are reported to Herefordshire Council.
 - e. Monitor the provision of floral decorations; manage the Kington in Bloom competition and the expenditure of its budget.
 - f. Ensuring the provision of allotments in the Town and ensuring that such allotment provision as is made is well-managed, receiving such reports as may from time to time be appropriate.

These items will be standing items on the agenda for the Committee.

16. The Committee will also undertake a general review and discussion role, reporting as appropriate to the Town Council on the following issues:
- a. Community Plan
 - b. Kington Town Centre
 - c. Recycling and waste management
 - d. Community Energy provision
 - e. Provision of Markets and use of the Market Hall
 - f. General economic development

These items will be standing items on the agenda for the Committee.

17. The Committee is authorised to set up such Task and Finish Groups/Advisory groups as it may from time to time deem necessary and to co-opt onto these groups members who are not elected or full co-opted members of the Town Council. Such Task and Finish/Advisory Groups will report, in writing, to the Committee, which will then decide and recommend any actions to the Town Council, except where it is able to act under delegated powers.
18. The Committee is authorised to liaise with and discuss with relevant and appropriate outside bodies such issues as arise in relation to its interests, with the provisos that
- a. Such discussions shall be reported on to the Town Council
 - b. Such discussions do not include any commitments on behalf of the Town Council, beyond any delegated powers that may be accorded to the Committee by the Town Council
 - c. Such discussions pay due regard to any confidential issues identified by the Town Council.



Kington Town Council



SERVICES COMMITTEE

MEMBERSHIP

19. Membership of the Committee to be 9 (nine) councillors, including, ex-officio the Mayor and Deputy Mayors, with 6 (six) other members to be appointed annually.
20. The quorum for the Committee shall be 5 (five) members
21. The Chair will be elected at the first meeting of the Committee after Kington Town Council annual meeting.
22. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.

OPERATIONS

23. The Services Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Kington Town Council Annual Meeting.
24. All committee decisions will have regard to the Ethical Policy adopted by the Council in 2012
25. The Services Committee will meet every other month, with a minimum of six meetings per annum. It will convene more frequently only as required by the business of the Town Council.
26. The Clerk of the Council will be responsible for the servicing of the Committee
27. The Clerk of the Council will undertake any correspondence required.
28. The Agenda will be published, with items to be discussed listed, 3 (three) clear working days in advance of the meeting.
29. Minutes will be taken and distributed with Kington Town Council papers and agreed at the next Committee meeting.
30. Only members of the Committee may vote on resolutions put to the Committee.
31. All meetings of the Committee shall be open to the public, except that the Committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation.

DELEGATED POWERS

32. The Services Committee will have such delegated powers as are conferred by resolution of the full Council. .
33. The Committee will monitor, review, and discuss, reporting as appropriate to the Town Council on the following issues:

- a. Buildings currently occupied by the Town Council and such other buildings that can be determined as Community Assets.
- b. Provision of public conveniences
- c. Youth centre and provision for young people
- d. Play area provision
- e. Tourism and Tourist Information Centre
- f. Arts, culture and museum provision
- g. Social care, support services and information and advice provision
- h. Health provision and care

These items will be standing items on the agenda for the Committee.

34. The Committee is authorised to set up such Task and Finish Groups/Advisory groups as it may from time to time deem necessary and to co-opt onto these groups members who are not elected or full co-opted members of the Town Council. Such Task and Finish/Advisory Groups will report, in writing, to the Committee, which will then decide and recommend any actions to the Town Council, except where it is able to act under delegated powers.
35. The Committee is authorised to liaise with and discuss with relevant and appropriate outside bodies such issues as arise in relation to its interests, with the provisos that
 - a. Such discussions shall be reported on to the Town Council
 - b. Such discussions do not include any commitments on behalf of the Town Council, beyond any delegated powers that may be accorded to the Committee by the Town Council
 - c. Such discussions pay due regard to any confidential issues identified by the Town Council.



Kington Town Council



Finance Committee

TERMS OF REFERENCE

The Finance Committee is a committee of Kington Town Council and shall operate within the terms of reference set by the full Council.

MEMBERSHIP

1. Membership of the Committee to be 9 (nine) councillors, including, ex-officio the Mayor and Deputy Mayors, with 6 (six) other members to be appointed annually.
2. The quorum for the Committee shall be 5 (five) members
3. The Chair will be elected at the first meeting of the Committee after Kington Town Council annual meeting.
4. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.
5. If the Deputy Mayor is appointed as the Financial Examiner, as per item 18 below, the Deputy Mayor will cease to serve as a member of the Committee

OPERATIONS

6. The Finance Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Kington Town Council Annual Meeting.
7. The Finance Committee will meet quarterly, or more frequently only as required by the business of the Town Council.
8. The Responsible Financial Officer of the Council will service the Committee
9. The Clerk and/or RFO to undertake any correspondence required.
10. The Agenda will be published, with items to be discussed listed, 3 (three) clear working days in advance of the meeting.
11. Minutes will be taken and distributed with Kington Town Council papers and agreed at the next Committee meeting.
12. Members of the Committee may vote on resolutions put to the Committee.
13. All meetings of the Committee shall be open to the public, except that the Committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation.

DELEGATED POWERS

14. The Finance Committee will have such delegated powers as are conferred by resolution of the full Council.
15. The Finance Committee will prepare and present to the full Town Council:
 - i. The Annual Budget for the Council
 - ii. Recommendations for the Precept
16. The Finance Committee will monitor the income and expenditure of the Council on a quarterly basis, in relation to the approved budget set by the Council.
17. The Finance Committee will review the detail of the following and present its findings to Council on:
 - i. Subscriptions
 - ii. Grant applications for money from the Council
 - iii. Estimates for Project Work
18. The Finance Committee will appoint a councillor who is not a member of the Committee to monitor KTC accounts on a quarterly basis and report to the Committee
19. The Finance Committee will liaise with Internal Auditor
20. The Finance Committee will form an Emergency Subcommittee.



Kington Town Council



Planning Committee

The Planning Committee is a committee of Kington Town Council and shall operate within the terms of reference set by the full Council.

MEMBERSHIP

1. Membership of the Planning Committee will be 7 (seven) Councillors, including ex officio the Mayor and Deputy Mayors, and with 4 (four) other members to be appointed annually.
2. The quorum for the Committee will be 4 (four).
3. The Chair will be elected at the first meeting of the Committee after Kington Town Council annual meeting.
4. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.

OPERATIONS

5. The Planning Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Kington Town Council Annual Meeting.
6. The Planning Committee will meet once a month, or at such other times as may be required to discuss and recommend to the Council on urgent items of business within its remit.
7. The Clerk will undertake any correspondence required.
8. The Agenda will be published, with items to be discussed listed, 3 clear working days in advance of the meeting.
9. Minutes will be taken and distributed with Kington Town Council (KTC) papers and agreed at the next Committee meeting.
10. Members of the Committee may vote on resolutions put to the committee.
11. All meetings of the Committee shall be open to the public, except that the Committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation.

DELEGATED POWERS AND RESPONSIBILITIES

12. The Planning Committee will review and discuss all planning applications and issues that affect the Kington Town Council area, and those outside of the boundaries of the Town Council area where they may affect or impact on the town council area.

13. The Planning Committee can decide on the Council's response to planning applications and respond to the relevant Planning Authority accordingly.
14. In the case of applications deemed by the Chair of Planning, the Mayor and the Clerk to be contentious, a full Council meeting will be called to discuss and decide on the Council's response.
15. The Planning Committee may nominate speakers to represent Kington Town Council at Herefordshire Council Planning Committees, or those of such other relevant authorities in relation to a planning issue.
16. The Planning Committee also has delegated responsibilities to:
 - a. Take forward work on the Neighbourhood Plan, including liaison with neighbouring Parishes as appropriate
 - b. Comment on License applications.



Kington Town Council



Scrutiny Committee

The Scrutiny Committee is a committee of Kington Town Council and shall operate within the terms of reference set by the full Council.

MEMBERSHIP

1. Membership of the Committee to be 7 (seven) Councillors, including, ex officio the Mayor and Deputy Mayors, and with 4 (four) other members to be appointed annually.
2. The quorum for the Committee to be 4 (four).
3. The Chair will be elected at the first meeting of the Committee after Kington Town Council annual meeting.
4. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.

OPERATIONS

5. The Scrutiny Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Kington Town Council Annual Meeting.
6. The Scrutiny Committee will meet as required, but no less than quarterly.
7. The Clerk will undertake any correspondence required.
8. The Agenda will be published, with items to be discussed listed, 3 clear working days in advance of the meeting.
9. Minutes will be taken and distributed with Kington Town Council (KTC) papers and agreed at the next Committee meeting.
10. Members of the Committee may vote on resolutions put to the committee.
11. All meetings of the Committee shall be open to the public, except that the Committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation.

DELEGATED POWERS AND RESPONSIBILITIES

12. The primary delegated responsibility of the Scrutiny Committee is to oversee the functions and procedures of Kington Town Council and to ensure that these abide by statutory requirements and best practice guidance. To this end the Scrutiny Committee will:
 - a. Regularly review the operation and evaluate the performance of Council Committees, and such other operational groups as the Council may from time to time set up and recommend changes in operational procedures where necessary

- b. Regularly review Council strategies, policies and procedures and recommend such changes as may be necessary, to full Council
 - c. To recommend such changes to Committee operations, Council strategies, policies and procedures as appropriate, to full Council for decision
 - d. Investigate any function or activity of the Council undertaken either by a Member of the Council or by an Officer of the Council, as requested by full Council, or by one of the Council's Committees, within its delegated powers and responsibilities, and report on such investigations to the full Council
 - e. Request any member or officer to attend such meetings as may be called to investigate an issue as noted in (c) above
13. The Scrutiny Committee will provide reports from its work, with recommendations, to the full Council for decision, or to an appropriate Committee for further discussion and recommendations to full Council.



Kington Town Council



Personnel Committee

MEMBERSHIP

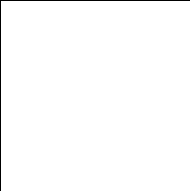
1. Membership of the Committee to be 6 (six) Councillors, including ex officio the Mayor and Deputy Mayors, and with 4 (four) other members to be appointed annually.
2. The quorum for the Committee to be 4 (four).
3. The Chair will be elected at the first meeting of the Committee after Kington Town Council annual meeting.
4. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.

OPERATIONS

5. The Personnel Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Kington Town Council Annual Meeting.
6. The Personnel Committee will meet two times a year, or more frequently as required by the business of the Town Council
7. The Clerk will undertake any correspondence required.
8. The Agenda will be published, with items to be discussed listed, 3 clear working days in advance of the meeting.
9. Minutes will be taken and distributed with Kington Town Council (KTC) papers and agreed at the next Committee meeting.
10. Members of the Committee may vote on resolutions put to the committee.
11. All meetings of the Committee shall be open to the public, except that the Committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation. The Press and public will be excluded when any discussions which directly affect an employee of the Council and could be deemed to be confidential to that employee are to be discussed.

DELEGATED POWERS AND RESPONSIBILITIES

12. The Personnel Committee will monitor all employment issues relevant to permanent, temporary, full and part-time staff and such casual or contracted staff as the Council may from time to time employ
13. The Personnel Committee will recommend procedures for the appointment of new staff to the full Council for approval
14. The full Council may delegate the processes for appointment of new staff to the Personnel Committee, in which case the Committee will follow the procedures that have been agreed and consider candidates for any post and make recommendations to the full Council for decisions on appointment

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15. The Personnel Committee will monitor the Health and Safety Policy of the Council, reporting to the Council any issues arising in relation to Health and Safety.
 16. The Personnel Committee may consider any other issues relating to personnel as may be referred to it from time to time by Kington Town Council