

1. Full Council

1.1 Functions

- a) To adopt the Council Standing Orders and any subsequent changes
- b) To adopt the Council's Codes of Conduct
- c) To agree the Council's Policy Framework
- d) To set the Council's budget and precept
- e) To adopt and plans and strategies the Council is required by statute or regulations to approve
- f) To make appointments to committees
- g) To appoint a Clerk to the Council
- h) To designate the Responsible Financial Officer
- i) To agree departures including financial, from an approved plan in (e) above
- j) To make appointments to outside bodies
- k) To receive recommendations from committees
- l) To agree and/or amend the terms of reference for Committees, deciding on their composition and making appointments to them
- m) To adopt an allowance scheme
- n) To change the name of the Council
- o) To make, amend, revoke, re-enact or adopt bylaws and promote or oppose the making of local legislation or personal bills
- p) All other matters which by law must be reserved to the Council
- q) To elect the Mayor and Deputy Mayor annually
- r) To agree timetable of Committee meetings

Committees

No Committee however shall have the power to act on behalf of the Town Council on the following matters:

- s) Levying a precept
- t) Borrowing money
- u) Approving estimates, except where allowed by Standing Orders
- v) Matters reserved to the Council by Standing Orders or Financial Regulations
- w) Except as otherwise provided in the Standing Orders, making and revising the Standing Orders
- x) This list is not exhaustive and in any area of doubt Committees shall refer the point to the Council.
- y) Except when in any particular case there is some law forbidding it when any matter arises or happens within the province of a Committee or Sub-Committee which calls for immediate action, such action may be taken on behalf of the Committee or Sub-Committee by the Town Clerk, or, in his absence, by his duly nominated substitute after consultation with the Chairman or Vice-Chairman of the appropriate Committee or Sub-Committee. Such action must, however, be stated at the next meeting of the Committee(s) or Sub-Committee(s) concerned as a matter of report.

2. Management and Finance Committee

2.1 Functions

- a. Policy
- b. Administration
- c. Agree staffing levels and management structure
- d. Council Tax Recommendations
- e. Grants to the Council from external bodies
- f. Control of Fixed Assets
- g. Insurance of Council Assets
- h. Use of Council Land
- i. Purchases
- j. Sales
- k. Leases
- l. Future Planning
- m. Civil Emergency Planning
- n. Setting Fees and Charges
- o. Complaints Policy
- p. Consideration of health and safety issues

2.2 Terms of Reference

- a. To advise the Council on policies, strategies and priorities and to recommend action plans to achieve these broad objectives.
- b. To advise the Council as to its financial and economic policies and recommend annual and three year indicative budgets.
- c. To keep under regular review the policies of the Council, **manpower** and land resources of the Council, and to recommend the Council with respect to the levying of the annual precept.
- d. To advise the Council independently where a dispute or difference arises between Committees with a statement of the reasons for the dispute or difference, and action proposed to resolve the matter; in cases of urgency the matter may be resolved by the Management and Finance Committee, the action being reported to the Council.
- e. To carry out these duties consistent with the corporate management, manpower and financial policies of the Council.
- f. Consider quarterly reports received from the Town Plan Working Group in respect of the council's three year indicative budget.

- 2.3 It shall include the following in its programme of agendas:
- a. May/June - receive end of year income and expenditure in relation to the budget
 - b. May/June - receive year-end accounts prior to external audit
 - c. September/October - receive interim report of finances in relation to budget, Committees and cash flow
 - d. November/December - prepare outline budget
 - e. March/April - monitor investments, receive interim report of finances in relation to budget, Committees and cash flow and to consider the Council's insurance levels.
- 2.4 Membership of the Committee will not be less than 5.
- 2.5 Membership of the Committee will not exceed 7.

3. Community Services Committee

3.1 Provision of Public Services in respect of: -

- a. Play Areas and Parks
- b. Amenity Areas
- c. Allotments
- d. Public Transport and Bus Shelters
- e. Car Parks
- f. Footpaths
- g. Footway Lighting
- h. Street Furniture (Inc: Litter Bins, Seats, and Signage)
- i. Public Toilets
- j. Arranging Events
- k. To be responsible for the Council's role in the Community and the development of partnerships, including the development of the Town Plan
- l. Roses and Marshalls Sports Grounds
- m. Grounds Maintenance (subject to any unbudgeted financial implication being recommended to Management and Finance Committee)
- n. Burial Grounds
- o. Community Grant Allocations, in accordance with Community Grants Policy

3.2 Terms of Reference

- a. To advise the Council on and to implement policies on the operation, marketing and promotion of the Committee's functions and the Council's properties.
- b. To define the policies, standards of service and budgets for these services and facilities and to review regularly their economy, efficiency and effectiveness.
- c. To carry out these duties consistent with the manpower and financial policies of the Council.

3.3 Membership of the Committee will not be less than 5.

3.4 Membership of the Committee will not exceed 7.

4. Planning and Development Committee

4.1 The functions of the Committee are as follows:

- a. To consider and comment on all plans and maps relative to Gainsborough submitted by other authorities and to forward observations to the appropriate authorities unless otherwise directed by the Town Council.
- b. To consider all other matters analogous to Planning and to bring to the notice of the appropriate authority any apparent breaches of the Planning Regulations and Section 106 Agreements.
- c. To consider matters relating to Tree Preservation Orders and act or respond accordingly.
- d. To consider matters relating to the Town's highways, footpaths and bridleways and liaise with the appropriate authorities.
- e. To consider other matters relating to the built and rural environment and act or make recommendations to the Council.
- f. Consider quarterly reports received from the Town Plan Working Group in respect of spatial planning and submit appropriate feedback.

4.2 Membership of the Committee will not be less than 3.

4.3 Membership of the Committee will not exceed 6.

5. Personnel Committee

5.1 The Committee shall consist of 5 Councillors to be appointed at the annual meeting of the Town Council in May each year and will be reviewed annually.

The Chairman and Vice Chairman will be elected at the first meeting of the Committee. Meetings will be held as and when necessary and the Chairman will report back to Full Council following each meeting.

5.2 Functions & delegated authority:

- a. Review Personnel policies and their implementation in line with local authority regulations and guidelines and report, where necessary, back to full Council
- b. Agree and approve job and person specifications, agree and approve job adverts, short listing, interviews and final selection for all posts save for the Clerk and Deputy Clerk whose appointment shall require a resolution of Full Council.
- c. To recommend to Full Council pay and conditions
- d. To consider disciplinary matters and appeals in accordance with the Council's Handbook and take necessary action as required.
- e. To consider the effects on staffing during industrial action or a situation that reduces the capacity of the staff and take necessary action as required.
- f. To support and approve necessary staff training
- g. Manage an annual review/appraisal system for employed staff, including target setting under direction from Line Managers
- h. Monitor sickness and absence

6. Allotments Sub Committee

Shall consist of 5 Councillors, 5 allotment secretaries.

The chair and vice-chair shall be elected from the members at the first meeting of each council year save that one of these positions must be a Councillor.

The meeting shall be quorate with one Councillor and two secretaries.

The Sub Committee shall meet quarterly

The Sub Committee must report to the Community Services Committee quarterly.

The Sub Committee shall consider all matters relevant to allotments in accordance with the Allotments Handbook but has no power to make decisions or authority to spend money.

7. Health and Safety Working Group

Shall consist of the Operations Manager and not more than 5 councillors. The Town Clerk shall be an ex-officio member.

The working group shall be quorate with the Operations manager and 3 councillors present.

The working group shall meet quarterly to consider all health and safety issues relating to the Council's operations including arrangements by third party users of the Council's properties.

The working group shall report quarterly to the Management and Finance Committee

8. Town Plan Working Group

Shall consist of the Town Clerk, the Chair of Planning and Development, four councillors (voting members are the councillors) a representative of The Town Partnership, West Lindsey District Council, and Lincolnshire County Council.

The working group shall be quorate with the Town Clerk and 3 councillors present.

The working group shall meet quarterly to monitor the Action Plan and report to the Planning and Development Committee in respect of spatial planning matters and Management and Finance Committee in respect of the three year indicative budget and any other matters and Community Services for Community issues.

To progress, monitor and deliver the Council's Neighbourhood Plan programme.

9. Cemetery Working Group

Shall consist of the Town Clerk, Operations Manager, 3 members and a single representative from each of the following organisations :

Cliff Bradley Funeral Directors

Co-Operative Funeral Directors

Friends of the General Cemetery

The working group shall be quorate with 3 persons present 1 of which must be an officer or member of Gainsborough Town Council.

The working group shall meet a minimum of 3 times per year.

The working group will consider all matters concerning the operation and maintenance of the general cemetery, chapel and north warren cemetery including but not limited to burial charges and procedures, grounds maintenance and capital investment. Any procedural changes will be referred to a council committee by way of recommendation.

The working group shall have specific authority to progress the acquisition of additional burial land in particular the vacant field adjoining the existing cemetery extension. The ultimate decision to acquire the land in the name of the Town Council must be made by the Full Council. The working group will provide 6 monthly updates on this item to the Community Services Committee and Management and Finance committee.

The working group shall have authority to incur expenditure up to £500.00 for any item for which a specific council budget exists. For expenditure over and above £500.00 the working group will make recommendations to a relevant council committee.

10. Communications Working Group

The group shall consist of a minimum of 3 Councillors and a maximum of 5 Councillors.

The group shall be quorate with a minimum of 3 Councillors present.

The group shall meet as often as is deemed necessary and will consider and review all aspects of the Council's communications including social media, website, and any other form of communication adopted by the Council.

The group shall as necessary make recommendations to the Council or its committees.

11. Neighbourhood Plan - Steering Group

The Group and its Aims

The Steering Group shall consist of an executive committee of individuals who shall be responsible for progressing, developing and delivering the Neighbourhood Plan to completion. The committee will also monitor delivery of the Councils Town Plan and work to progress the aims of that plan.

The executive committee shall consist of the following individuals:

1. The Town Clerk.
2. Neighbourhood Plan Officer from West Lindsey District Council.
3. X3 Town Council Members
4. A West Lindsey District Council member.
5. A member of the public (or more than one).

Chairpersons

A chairperson will be appointed by the Steering Group at its first meeting. At subsequent meetings if the Chair is not in attendance an interim chair will be appointed from the executive committee members who are present.

Extra Help

From time to time the executive committee may be assisted by third parties, councillors, officers, members of the public and other individuals who may be invited to a meeting of the Steering Group by one of the executive committee members.

Funding, secured through Government grant monies can also help 'buy-in' technical assistance when appropriate.

Decisions

Decisions of the Steering group shall be by majority vote of those executive committee members present and any third parties who have been formally invited to attend the meeting. Uninvited attendees shall not be entitled to vote. The Chair of the meeting shall have a casting vote.

In terms of deciding the general content of the Neighbourhood Plan, this will largely be based through public consultations, engagement through the process and results of any technical work undertaken.

Quorate Meetings

Meetings of the Steering Group shall be quorate with at least 2 executive committee members present.

Financial Authority and Regulations

The Steering Group and the Town Clerk shall have complete power and authority to incur on behalf of the Council such expenditure as deemed necessary in pursuance of the aims of the Group.

The Councils financial regulations will wherever possible be adhered to however in certain circumstances it is recognised that due to constraints of time, or the process dictates that certain expenditure must be incurred, the need to acquire multiple quotes for certain expenditure will not apply. It shall be at the complete discretion of the Town Clerk to determine the application of financial regulations.

12. Armed Forces Day & Remembrance Sunday Working Group

The Steering Group shall consist of 5 members of the Council. A meeting shall be quorate with at least 3 members present.

The group shall be responsible for :

12.1 Armed Forces Day :

1. Considering if an Armed Forces Day will be held by the Council, having due regard to financial budgets and constraints, availability of staff resources to organise and deliver the event both on and before the event itself.
2. To prepare a detailed budget proposal for an Armed Forces day for recommendation to the Community Services committee and Management and Finance committee as necessary.
3. To organise all aspects of delivery of an Armed Forces Day.

12.2 Remembrance Sunday :

1. To oversee the organisation and delivery of the towns annual remembrance Sunday service having regard to budgets available and availability of staff resources to support the event.
2. To receive regular updates and reports from officers as necessary to ensure that all due arrangements are in place.
3. To agree annually relevant details of the event as regards persons responsible for delivering key aspects of the Church Service and subsequent service at the war memorial.
4. To evaluate the event and consider and suggest improvements as necessary for subsequent years events.
5. To prepare and monitor annually budgets and expenditure for the event and report or recommend any changes or variations as may be necessary to the Management and Finance Committee.

13. Policy Review Working Group

The Working Group shall consist of 5 members which shall be made up of 3 council members and 2 officers.

A meeting shall be quorate with 3 members present at least one of which must be a council member.

Remit

The Group shall be responsible for undertaking annual reviews of the Council's policies.

The Group shall have express power to make minor alterations to all of the Council's policies save for that the following policies may only be changed with final approval of Full Council :

Standing Orders
Financial Regulations
Code of Conduct
Structure & Functions

Where necessary the Group will refer any policy changes to appropriate committees where the changes are substantial in nature and have a fundamental impact on the material effect of the policy.

14. War Memorial Working Group

The group shall consist of a minimum of 3 Councillors and a maximum of 5 Councillors.

The group shall be quorate with a minimum of 3 Councillors present.

The group shall meet as often as is deemed necessary and will co ordinate the Councils support for the Royal British Legion in their pursuit of developing the War Memorial site in Gainsborough and associated works thereto.

The group shall as necessary report or refer appropriate matters to the Council or its Committees.

The group shall have no spending powers save for where funds are externally sources by way of grants in which case the group shall have power to administer the grant and incur expenditure within the remit of the grant as required.

15. Levellings (Hickman Bacon Memorial Site) Improvement Working Group

The group shall consist of 5 members made up as follows:

3 Council Members
2 Council Officers

The group shall have express authority to increase its membership to 7 members but the additional 2 members must be third party community members with an interest in the project.

Meetings shall be quorate with a minimum of 2 members present one of which must be a Council member.

The group shall be responsible for overseeing the development and improvement of the Levellings (Hickman Bacon Memorial Site). The group shall have the power to undertake the following tasks:

1. Public consultation
2. Development of designs and ideas for the site
3. Investigation and consideration of grant and other funding opportunities for the development.
4. Organising quotations and tenders as necessary for all works and expenditure relating to the site.
5. Agreeing all expenditure for items and works that are externally funded by grants and other external income.
6. Agreeing all expenditure for items and works that are funded in whole or in part by funds ringfenced by the Council for the project however the group must ensure that the Councils usual 'best value' rules as regards the provision of an appropriate number of quotes for such expenditure are followed. It is recognised that certain items may be part funded by external grants and internal funds in which case 'best value' principles will also apply.
7. Ensuring that works are delivered in accordance with agreed specifications and within agreed budget and contractual terms.

The working group will provide monthly updates to the councils Community Services and Management and Finance committees on progress of the project.

16. Roses Sports Ground – Sub Lease and Management Devolution Working Group

The working group shall consist of 7 no. of people at least 4 of which must be Council members.

Meetings of the group shall be quorate with at least 3 members present 1 of which must be Council members.

The group shall be tasked with investigating the proposals from Gainsborough Trinity Foundation to take over the management and maintenance of Roses Sports Ground by way a leasehold interest in the site.

The group will investigate the following identified issues and any other issues that the group considers relevant.

1. The wider benefits of the project to the community.
2. The impact of the proposals on existing sports clubs, sub-tenants and users of the site.
3. The potential risk of the site coming back to GTC in the event of project failure and the likely overhead costs of the site if it did.
4. The transactional costs to GTC to facilitate the proposal.
5. The arrangements for grounds maintenance of the site and any TUPE implications (if any).

The group will ultimately be tasked with making a recommendation to Full Council in relation to the proposals.