

Ryde Town Council Terms of Reference

Revised September 2020





- I. Finance and Community Resources Committee
- II. Planning, Environment and Regeneration Committee
- III. Assets and Facilities Committee
- IV. Acquisition and Commercial Management Committee
- V. Grants Sub-Committee
- VI. Network Ryde Sub-Committee
- VII. Town Marketing Sub-Committee





Ryde Town Council

I. **Terms of reference for the Finance and Community Resources Committee**

1. Objective

To manage the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with the Council's finances, financial controls, management of budgets, contracts and investments.

2. Membership:

The committee shall comprise 9 members in total.

- 7 members to be elected at the Annual Meeting of the Town Council.
- 2 ex-officio members: the Mayor and Deputy Mayor

3. Chair

1. To be elected annually at the Annual Meeting of the Town Council.
2. In the event of the Chair resigning mid-term, an interim Chair will be elected at the next meeting of Finance Committee and shall hold office until their resignation or until the next Annual Meeting of the Town.

4. Vice Chair

To be elected annually at the first committee meeting following the Annual meeting of the Town Council or at the first meeting following the resignation of the Vice-Chair.

4. Quorum

The quorum of the committee shall be 4 Town Council members.

5. In attendance

The RFO and/or a delegated member of staff may be requested to attend any meeting.

6. Meetings

- Meetings will usually be held on a bi-monthly basis, with a schedule of dates to be agreed by Full Council. (Meeting dates will normally be a Tuesday but may differ.)
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7. Public participation

Meetings are normally open to the public in accordance with the Council's standing orders.

8. Minutes

- Minutes of all meetings will be recorded by an Officer and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

9. Accountability and Scope

The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council.

10. Delegated authority

- The Committee is delegated with the power to act within budget up to a financial limit of £10000 in association with the Proper Officer.
- The Finance Committee shall maintain the register of Council assets and should receive an annual report on the register from the internal auditor.
- The Committee shall ensure that the internal audit is carried out in accordance with Financial Regulations.

- To review and agree the Council's banking and investment arrangements.
- The Committee shall ensure that contracts are administered correctly and efficiently by the named officer (Tenders for Council work, goods or services shall be approved by Council resolution. Tenders for Agency Services, to be undertaken by Council, are to be approved by Council resolution).
- To prepare budgets and recommend precepts to Full Council for approval in line with the Council's standing orders.
- To consider and approve virements up to the value of £10000 and recommend virements in excess of £10000 to Full Council.
- To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register.
- To review and recommend amendments to the Council's Financial Regulations annually and to ensure that the Council is observing the regulations.
- To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- To monitor and where appropriate recommend purchase of all capital items not previously agreed within other committees' budgets.
- To make provision for future agreed capital projects.
- To monitor the Council's financial risk assessments and recommend changes where necessary.
- To establish and recommend a clear policy for The Council's grant administration.

- To establish a Grants Sub-committee.
- To approve grant awards over £5000 referred to the committee from the grants sub-committee up to the value of £10000.

11. Delegation to Officers

- The Clerk and/or RFO have delegated authority to settle any invoice due the Council. Before payment of accounts is made the Council's Officer responsible must be satisfied that the goods have been received or works undertaken, are in accordance with the specification, that the account is correctly made out and that the relevant expenditure has been properly incurred. A list of all payments made will be presented at the next Finance Committee meeting for noting.
- The Clerk has the authority to purchase routine goods and services for the running of the Council to the sum of £10000.
- The RFO (or authorised assistant) shall make arrangements to pay salaries and wages to all employees of the Council.
- Following an annual risk assessment, the RFO shall affect all insurances and negotiate all claims on the Council's insurers. The RFO shall report any loss liability or damage, or any event likely to lead to a claim to the Council or the appropriate Committee at the next available meeting.
- All appropriate members and employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated committee.
- The RFO shall prepare risk management policy statements in respect of all activities of the Council. When considering any new activity, the Council shall consider, and if thought appropriate adopt, a draft risk management policy for that activity.
- The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

The Finance Committee's Terms of Reference are to be reviewed annually at the Council's Annual General Meeting.



Ryde Town Council

II. Terms of reference for the Planning, Environment and Regeneration Committee

1. Objective:

The committee will lead on and manage all planning, environment and regeneration activities. Including, but not limited to, responding to planning and licensing applications as a statutory consultee, leading on planning and infrastructure related policies on behalf of the Council

2. Membership

The committee shall comprise a maximum of nine (9) members, including seven (7) members elected at the Annual Meeting of the Town Council, the Mayor and the Deputy Mayor. It is preferable but not essential that all wards be represented in the membership.

3. Chair/Vice Chair:

The Chair shall be elected at the Annual Meeting of the Town Council. The Vice-Chair shall be elected annually at the first Committee meeting following the Annual Meeting of the Town Council.

4. Quorum

The quorum of the committee shall be 4 Town Council members.

5. In attendance

The Planning Clerk (or appointed deputy) and another delegated member of staff should attend any meeting.

6. Meetings

Meetings shall normally be held every three (3) weeks, in accordance with a schedule to be agreed at the Annual Meeting of the Town Council.

The Planning Clerk shall 'call' the meeting and summon members to attend in accordance with the Council's Standing Orders no later than three (3) clear working days prior to the scheduled date of the meeting.

7. Public Participation

Meetings are normally open to the public in accordance with the Council's Standing Orders

8. Minutes

Minutes of all meetings will be recorded by an Officer and circulated to all members of the committee and to Full Council members.

All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

9. Accountability and Scope

The Committee has delegated authority to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside of the committee's terms of reference shall be made to Full Council.

10. Delegated Authority

- The Committee will act to consider and comment upon all planning applications and planning issues that may affect the town and make recommendations to the Local Planning authority
- The Committee will act to consider and comment upon licensing and highways matters that may affect the town and make recommendations to the relevant authority.
- The Committee will act to consider and comment upon regeneration projects that may affect the town and make recommendations to the IWC's regeneration directorate.
- The committee will implement and review development plans for the town, including the Ryde Place Plan and the Position Statement.

- The committee will develop and implement all infrastructure related policies and plans.
- The committee will comment on any Highways or infrastructure proposals referred to it by the IW Council or other appointed authority or body.
- The committee will consider, comment on and, where appropriate, assist in the implementation of any actual or proposed projects affecting the town that may be initiated or proposed by the Isle of Wight Council's Regeneration Directorate or the Ryde Regeneration Working Group.
- The committee will consider and comment on any other relevant plans or project proposals initiated or proposed by the Isle of Wight Council or other relevant authorities.
- The committee will consider and evaluate requests for funding from the Public Realm Budget, to approve requests of a value under £10,000 and to refer requests over £10,000 for approval by Full Council.
- The Committee may establish sub-committees and working groups in accordance with the Council's Standing Orders.

11. Delegated Powers Officers:

- The Committee may delegate powers to make decisions on non-controversial planning applications to the Planning Clerk in consultation with the Chair and Vice-Chair.
- The Committee may delegate powers to the Planning Clerk in consultation with the Chair and Vice-Chair to make decisions on any matter in times of emergency or when it is not possible for the Committee to meet in the normal way to evaluate planning matters.

The Planning, Environment and Regeneration Committee's Terms of Reference are to be reviewed annually at the Council's Annual General Meeting.



Ryde Town Council

III. Terms of reference for the Assets and Facilities Management Committee

1. Objective

To manage the Town Council's Facilities and Assets, ensuring the Town Council responsibilities regarding maintenance, health and safety and contract management are properly delivered.

2. Membership

9 members not including the Mayor and Deputy Mayor (Ex-Officio).

3. Chair

1.1 To be elected annually at the Annual Meeting of the Town Council.

1.2 In the event of a mid term vacancy of the Chair position, an interim Chair will be elected at the next meeting of the Facilities and Assets Committee and shall hold office until their resignation or until the next Annual Meeting of the Town Council.

4. Vice Chair

To be elected annually at the first meeting following the Annual Meeting of the Town Council, or at the first meeting of the Assets and Facilities Committee following a mid-term vacancy of the Vice-Chair position.

5. Quorum

The quorum of the committee shall be 4 Town Council members.

6. Meetings

The Facilities and Assets shall meet quarterly, with additional meetings if required. A schedule of dates to be agreed by Full Council.

7. Accountability and Scope

The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be referred to Full Council for a decision.

8. Delegated Powers

- Monitoring, reviewing and approving policy and all matters concerned with the obligations of the Council under Health and Safety legislation.
- Monitoring and reviewing any risk assessments undertaken by the Town Council if required.
- Monitoring, reviewing and approving the Town Council's Facilities Management Plans.
- Monitoring and reviewing the delivery of Town Council services, including public conveniences, beach cleaning, decorative lighting, beach safety, planting and watering, as required.
- Monitoring and reviewing the delivery of facilities and assets related contracts, including the management of poor performance and cancellation of contracts if necessary.
- Oversight of the management and operation of the Town Council's 5 allotment sites.
- Management of Ryde in Bloom and the power to co-opt community representatives to assist with this project.
- To agree any expenditure on Ryde in Bloom within budget up to the value of £5000.
- To approve contracts, within budget, relating to any works required under the Facilities management Plans up to the value of £15000.
- In consultation with the RFO agree any expenditure for remedial works

to any Council facility or asset up to the value of £5000.

- To lead on any Public Consultation regarding any Town Council Facility or Asset.
- Consideration of any procurement matters delegated to the Committee by Full Council.

9. Delegated Authority to Officers

- In consultation with the Chair of Assets and Facilities Committee and RFO to agree any expenditure with regard to urgent repairs or to rectify any Health and Safety issues up to the value of £5000.
- To approve contracts for minor works up to the value of £1000.
- Day to day management of the allotment site, including the issuing and termination of tenancy agreements.
- Day to management of the Skatepark, including revising opening and closing times, security arrangements and closures on the grounds of health and safety.
- To take any immediate action required to ensure Health and Safety of staff, contractors or members of the public at any of the Council's facilities.



Ryde Town Council

IV. Terms of reference for the Acquisition and Commercial Management Committee

1. Objective

To lead on and manage the Council's Acquisitions and Commercial activities.

2. Membership:

Membership to be Mayor, Deputy Mayor and Chairs and Vice Chairs of existing standing committees.

3. Chair Vice Chair

Acquisitions and Commercial Management Committee elects both Chair and Vice Chair of ACM committee at the first meeting following the Annual Meeting.

4. Quorum

The quorum of the committee shall be 4 Town Council members.

5. In attendance

The Committee and Place Plan Co-Ordinator and another delegated member of staff should attend any meeting.

6. Meetings

Meetings will usually be held on a quarterly basis, with a schedule of dates to be agreed by Full Council. Additional meetings may be held as required.

7. Public participation

Meetings are normally open to the public in accordance with the Council's standing orders.

8. Minutes

- Minutes of all meetings will be recorded by an Officer and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

9. Accountability and Scope

The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council.

10. Delegated Authority

- Actively lead upon and explore any and/or all commercial opportunities in Ryde
- Explore revenue generating opportunities
- Explore opportunities to bring buildings back into public use
- Create a corporate commercial plan for recommendation to Full Council
- Create Trusts and CiC's or any other trading entities to enable acquisitions and investments in line with the approved corporate commercial plan
- Consider, recommend and implement when approved suitable and prudent commercial investments
- Explore and recommend suitable borrowing options and on approval implement and deliver as required
- Utilise community experience and assets as and when appropriate by suitable partnership working
- Work closely and cohesively (when necessary) with planning, finance and Assets and Facilities committees



Ryde Town Council

V. Terms of reference for the Grants Sub Committee

1. Objective

To determine in an already agreed budget, marketing and community grants to a maximum of £5,000 for any one organisation in any financial year. To recommend grant awards in excess of £5000 to Finance Committee for approval.

2. Membership:

The committee shall comprise 5 members in total.

- 3 members to be elected at the Finance Committee
- 2 ex-officio members: the Mayor and Deputy Mayor
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3. Chair

1. To be elected annually by the Finance Committee.
2. In the event of the Chair resigning mid-term, an interim Chair will be elected at the next meeting of Finance Committee. If the Chairman is unavailable to attend a meeting then the Sub-Committee will elect a chair for that meeting only.

4. Quorum

The quorum of the committee shall be 3 Town Council members.

5. In attendance

A member of staff will be requested to attend any meeting.

6. Meetings

- Meetings will be held 3 times a year to consider grant applications usually in March, June and October but may hold additional meetings if deemed necessary and in consultation with the Chairman.

7. Public participation

Meetings are normally open to the public in accordance with the Council's standing orders.

8. Minutes

- Minutes of all meetings will be recorded by an Officer and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Finance shall be recorded in the minutes of the appropriate meeting.

9. Accountability and Scope

The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Finance.

10. Delegated powers

- To award marketing and community grants to a maximum of £5,000 for any one organisation in any financial year.
- To delegate to an officer in consultation with the Chairman smaller grants of up to and including £500 and this would be reported to the Committee at its next meeting
- To consider and scrutinise completion/evaluation reports from organisations following a grant being awarded.
- To consider from time to time anything else in relation to the grants process delegated to it by the Finance Committee.

The Grant Sub-Committee's Terms of Reference are to be reviewed annually by the Finance Committee.



Ryde Town Council

VI. Terms of reference for the Network Ryde Sub- Committee

1. Objective

- To provide guidance and support to Network Ryde in all aspects of the service

2. Membership of Committee

- 8 members to make up the Committee - 3 RTC Councillors, 2 young people and 3 representatives from External Agencies who have an interest in the wellbeing of young people and the development of Network Ryde.
- Mayor and Deputy Ex-Officio
- Chair to be elected at the first committee meeting and then at the first meeting following the Annual Meeting of the Council thereafter.

3. Meeting Frequency

- To meet quarterly with additional meetings if required

4. Accountability and Scope

The Sub-Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Sub-Committee's terms of reference shall be made to the Facilities and Assets Committee or Full Council (whichever is appropriate).

5. Delegated Authority

- Monitoring, reviewing, and approving all policies relating to Network Ryde
- Monitoring, reviewing and approving Network Ryde's 5 year Strategy Plan
- Monitoring and reviewing Network Ryde's Services

- To consult with young people and listen to their ideas and views
- Be committed to the future of Network Ryde by sharing professional support and networks
- To be a critical friend to Network Ryde
- To develop a policy regarding the use of Former Ryde Youth Centre monies and monitor expenditure of this fund.

6. Delegated Authority to Officers

Youth Work Manager

- Day to day management of Network Ryde, curriculum development, provision of service and staff and working with other agencies.
- Management of Network Ryde's budget in consultation with RFO and in line with strategic management plan and procurement practices.
- Provide management committee with reports covering all agreed aspects
- To manage the recruitment of staff in line with approved strategy plan
- To represent Network Ryde at networking events
- Identify and pursue grant funding for development of Network Ryde
- To develop and manage a training plan for Network Ryde staff team
- To ensure Network Ryde policies are up to date and reflective of any changes in Government Legislation and good practice.
- Delegation of tasks to other members of the Youth Work Team where appropriate.
- Former Youth Centre Funds – to have delegated authority to approve expenditure of up to £250 if the need is considered urgent.



Ryde Town Council

VII. Terms of Reference for the Town Marketing Sub-Committee

To note the following terms of reference:

- (i) The working party has a general overview of the Town Council's marketing projects and will also consider any other referrals made to it from the Finance Committee.
- (i) To deliver projects as outlined in the Towns Council's Marketing Strategy in accordance with the agreed budget.
- (ii) To report and make recommendations to the Finance Committee for consideration.

