

## **MTC Business Plan 2018-21**

### **Appendix 5: Current and Developing MTC Committee Terms of Reference, Decision Making Responsibilities and Objectives**

Version 0.1, JG 17-Mar-18

Amended for Committee Review, JG 30<sup>th</sup> May 2018

The **Malmesbury Town Council Business Plan**, currently in preparation, is a statement of Malmesbury Town Council's (MTC's) vision for Malmesbury and what and how MTC can help achieve this vision.

It summarises MTC's vision and aims and objectives and establishes a framework that describes what the Town Council wishes to achieve in the period to May 2021.

When complete this document will set out what MTC itself can do, either directly or by working to increase its influence on relevant delivery bodies, such as Wiltshire County Council, or working with other public, private and voluntary organisations and our residents, and summarises the key issues it must navigate to deliver positive outcomes.

It will be used as a tool by Malmesbury Town Councillors and MTC staff each year to plan activities and set the budget for the coming year and help communicate positively with our community.

## Appendix 5 to the MTC Business Plan

The process for this Appendix invites Committees to review their currently-stated description, to state their current objectives, and to consider future objectives. These are described below under the headings of "As Is" and "To Be".

The current description of Committees is taken from Standing Orders. It does not show Committees' more formal governance rules.

"As Is Responsibilities" presents Committees' responsibilities as stated in the current Town Council Standing Orders.

"As Is Objectives" contains suggestions for objectives statements that capture positively what Committees are aiming to do now – please will Committees review. The idea is that these Objectives are expressed in positive, "leadership language".

"To Be Objectives" is an opportunity for Committees to list future objectives after a review of Key Issues elsewhere in this business plan.

When complete and approved the MTC Business Plan will be published by the Town Council

The process for Committee review is as follows:

1. List current responsibilities (done in "As Is Responsibilities").
2. Committees derive current objectives from considering As Is Responsibilities and current activities, then express these in a positive "leadership language" of Objectives (suggestions in "As Is Objectives"). This work can be done now by Committees.

Suggestions are in two fonts. Suggestions proposed that derive from existing As Is Responsibilities are in plain type. *Objectives that are stated in the current version of the Business Plan are included in the suggestions in italics. These need to be reviewed and if not agreed, need to be removed or amended from elsewhere in the Business Plan.*

3. Brainstorm future objectives – these can be derived from the Business Plan "Key Issues" but these need to be agreed by Council and individual Committees. Then review the "As Is Objectives" and the future objectives to produce a list of "To Be Objectives". This will be done periodically as the Business Plan is reviewed and "Key Issues" are ratified as future Objectives.
4. When a set of "To Be Objectives" is agreed or amended by each Committee, each Committee can if it wishes define activities that implement those objectives.

<b>TOWN COUNCIL</b> <b>Cannot find any current description</b>		
<b>AS IS responsibilities</b>	<b>AS IS suggested objectives for review</b> <b>Items in plain text are derived from the As Is responsibilities and current activities.</b> <b>Items in italics are items from elsewhere in the draft Business Plan</b>	<b>TO BE objectives</b>
<p>The following matters shall be reserved for decision by the Council itself but the appropriate Committee(s) may make recommendations for the Council's consideration:</p> <ol style="list-style-type: none"> <li>1. Agreeing the Precept</li> <li>2. Borrowing Money</li> <li>3. Making, amending or revoking Standing Orders, Financial Regulations or Duties and Powers and proper Office provisions</li> <li>4. Making, amending or revoking Bye Laws</li> <li>5. Making of Orders under any statutory powers</li> <li>6. Important matters of principle or policy that have been referred directly by committees or officers</li> <li>7. Nomination or appointment of representatives of the Town Council on any authority, organisation or body (except approved conference or meetings).</li> <li>8. Prosecution or defence in a court of law</li> <li>9. Nomination or appointment of representatives of the Town Council to any enquiry on matters affecting the Town</li> <li>10. To receive and adopt the Annual Accounts</li> <li>11. To receive and sign off the Annual External Audit and return</li> <li>12. To receive reports referred to the Town Council from the various committees, or members of the Town Council.</li> <li>13. To set up Working Groups as necessary</li> </ol>	<ul style="list-style-type: none"> <li>• <i>To deliver the services that are the Town Council's responsibility efficiently and effectively taking account of available resources.</i></li> <li>• To agree the Precept and make such financial decisions as are in the best interests of council tax payers.</li> <li>• Formally to deal with accounting and legal matters as required by legislation.</li> <li>• To nominate a Mayor, Deputy Mayor and membership of Council committees.</li> <li>• To administer a structure of and resources for Standing Committees and to consider the adoption of recommendations from those Committees.</li> <li>• <i>To be an effective custodian of the Council's property and documents.</i></li> <li>• <i>To maintain positive relationships with the public and with organisations that provide services in the town.</i></li> <li>• <i>To provide a democratic and representational voice for the community and promoting and representing the</i></li> </ul>	

<p>14. To authorise the sealing of various documents with the Common Seal</p> <p>15. To select the Town Mayor and Deputy Town Mayor</p> <p>16. To confirm the schedule of meetings of the Town Council or Committees for the ensuing year.</p> <p>17. To receive petitions and deputations from members of the public or any organisations.</p> <p>18. Any other matters not delegated to a Committee or referred to the Town Council by a Committee.</p>	<p><i>community's views and aspirations.</i></p> <ul style="list-style-type: none"> <li>• <i>To encourage interaction with and input from residents through opportunities for relevant public questions at Town Council meetings.</i></li> <li>• <i>Make the Town Council Business Plan and other statutory and financial documents available on the Town Council website.</i></li> <li>• <i>To hold an Annual Meeting at which electors can hear about the Council's work in the previous year..</i></li> <li>• <i>To invite representatives of external organisations to address the Council and to delegate Councillors as members of external organisations.</i></li> <li>• <i>Communicate with other statutory and voluntary bodies, businesses, residents and other stakeholders as appropriate, in order to facilitate coordinated effort.</i></li> <li>• <i>To deal with enquiries and fault reports from members of the public speedily and efficiently. .</i></li> <li>• <i>To secure the best possible provision of services and investment from Wiltshire Council and other publicly funded delivery bodies, responding actively and appropriately to the devolution of services to the Town Council where this has benefit and can be supported on a sustainable basis.</i></li> <li>• <i>To help make the best use of all the Town and Wiltshire Council owned or funded buildings and resources in Malmesbury.</i></li> <li>• <i>Updating and operating the Town's</i></li> </ul>	
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	Emergency Plan.	
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**POLICY AND RESOURCES COMMITTEE**

**Description**

The Policy and Resources Committee meets monthly and manages the Town Council’s budget to ensure that expenditure is authorised and income collected. The Committee is responsible for preparing and recommending policies to be adopted by the Town Council and commenting upon existing policies.

<p style="text-align: center;"><b>AS IS responsibilities</b></p>	<p style="text-align: center;"><b>AS IS suggested objectives for review</b>  <b>Items in plain text are derived from the As Is responsibilities and current activities.</b>  <b>Items in italics are items from elsewhere in the draft Business Plan</b></p>	<p style="text-align: center;"><b>TO BE objectives</b></p>
<ol style="list-style-type: none"> <li>1. Approve payments and receipt accounts</li> <li>2. Approve special urgent items of expenditure not included in the approved budget, to be limited to £2,000.</li> <li>3. Sanction expenditure within the approved budget in relation to the repair and maintenance of Council property up to the value of any contingency sum allocated in the budget.</li> <li>4. Monitor income and expenditure within the agreed budget estimates approved by the Town Council and make necessary recommendations to the Town Council.</li> <li>5. Approve Service Level Agreements</li> <li>6. To respond to consultation documents and projects generated by other organisations (unless the nature of the consultation falls directly within the operational remit of another Committee)</li> <li>7. Crime Prevention and Community Safety</li> <li>8. To make grants in accordance with agreed Town Council policy and within the approved budget</li> <li>9. Communication and website</li> <li>10. Flying Monk Playing Field</li> <li>11. Market Cross</li> <li>12. Recommending new policy and amendments to existing policies</li> </ol>	<ul style="list-style-type: none"> <li>• To authorise or recommend budget and expenditure that delivers value for residents while ensuring the Council's financial health.</li> <li>• <i>To allocate judiciously the Community Infrastructure Levy monies received from new development for the benefit of the Town.</i></li> <li>• To recommend new and amended policies for the best financial operation and governance of the Council.</li> <li>• To be responsible through the Personnel Panel for all personnel issues affecting staff and the recruitment of staff.</li> <li>• <i>To help the Town Council be a good and fair employer by providing fulfilling work, training and other appropriate professional development opportunities and conditions for its staff.</i></li> <li>• To consider requests for Community Grants.</li> </ul>	

<p>to the Town Council</p> <p>13. Recommending to the Town Council amendments to Standing Orders or Financial Regulations.</p> <p>14. Consider and, if deemed appropriate, approve requests submitted by other Committees for virement between approved budget headings.</p> <p>15. To be responsible through the Personnel Panel for all personnel issues affecting staff and the recruitment of staff. panel shall contain both male and female members of Council....</p>	<ul style="list-style-type: none"> <li>• To authorise expenditure on Council-owned property including the Town Hall, Market Cross and Flying Monk Playing Field.</li> <li>• To inform residents through a useful and engaging Town Council website and to exploit other methods of distribution of Town Council news, such as newsletters and social media.</li> </ul>	
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**PLANNING AND ENVIRONMENT COMMITTEE.**

**Existing Description**

The Planning and Environment Committee meets every three weeks or when deemed necessary to consider all planning applications made in respect of premises or land within the town of Malmesbury and those applications made within the surrounding area which may have a major impact upon the town. Comments from the Committee are submitted to Wiltshire Unitary Council as part of their consultation process. The aim is to use Planning Law, Policy and Periodic Planning Guidance notes to preserve and enhance the town's character whilst encouraging its commercial and social vitality. It will also take into account the content of the Neighbourhood Plan.

<p style="text-align: center;"><b>AS IS responsibilities</b></p>	<p style="text-align: center;"><b>AS IS suggested objectives for review</b>  <b>Items in plain text are derived from the As Is responsibilities and current activities.</b>  <b>Items in italics are items from elsewhere in the draft Business Plan</b></p>	<p style="text-align: center;"><b>TO BE objectives</b></p>
<p><b>PLANNING AND ENVIRONMENT COMMITTEE.</b></p> <ol style="list-style-type: none"> <li>1. Comment on all planning applications received for Malmesbury or impacting upon the town.</li> <li>2. To comment on behalf of the Council on all planning matters including Local Plans, Structure Plans, Mineral Plans, Waste Plans, regional Plans and any other Plans or Studies as considered appropriate.</li> <li>3. Highway and traffic matters.</li> <li>4. Matters which generally affect the built or rural environment of the town.</li> <li>5. To report to the relevant authorities any breach of planning within the Conservation Areas.</li> <li>6. To recommend policies to Council on all matters affecting traffic management, public transport, flooding and emergency environmental issues.</li> <li>7. Bus Shelters and Street Furniture</li> <li>8. Street naming</li> </ol>	<ul style="list-style-type: none"> <li>• <i>To safeguard and enhance Malmesbury's unique built environment</i> and character and the amenity of residents by investigating and reviewing and where relevant commenting to Wiltshire Council on planning applications and planning matters.</li> <li>• To monitor the application of the adopted Neighbourhood Plan to maintain its protection against unwanted developments and take action to sustain the Plan when necessary.</li> <li>• To oversee the maintenance and where possible improvements to the safety, condition of and cleanliness of Malmesbury's roads, streets, street furniture and footpaths by directing Town Council action and liaising with Wiltshire Council.</li> </ul>	



	<ul style="list-style-type: none"><li>• To suggest street names.</li><li>• To seek improvements to road and pedestrian traffic flows and to reduce the impact of heavy vehicles.</li><li>• To work for the best achievable parking arrangements in the Town.</li><li>• To work for the best achievable public transport for the Town.</li><li>• To protect the Town through projects and process concerning environmental matters including flooding and public health.</li></ul>	
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**TOWN HALL AND FACILITIES COMMITTEE**

**Existing Description**

The Town Hall and Facilities Committee meets regularly throughout the year and is responsible for overseeing the management of the Town Hall and other facilities owned or operated by the Town Council. The committee is authorised to set such charges as thought necessary subject to the decision not having a detrimental impact upon the agreed projected level of income included within the approved budget.

<p><b>AS IS responsibilities</b></p>	<p><b>AS IS suggested objectives for review</b>  <b>Items in plain text are derived from the As Is responsibilities and current activities.</b>  <b>Items in italics are items from elsewhere in the draft Business Plan</b></p>	<p><b>TO BE objectives</b></p>
<p>1. To secure suitable grounds maintenance of those open spaces and play areas owned or managed by the Town Council and monitor the performance.</p> <p>2. To ensure adequate general maintenance of play equipment at all existing play areas that are managed or owned by Council.</p> <p>3. To monitor the regular cleaning of the Town Hall and ensure that regular maintenance is undertaken within the agreed budget.</p> <p>4. Regularly assess the use of the Town Hall and review the charging policy and conditions of hire.</p> <p>5. To meet with Movies @ Malmesbury and other similar groups to ensure that services provided are in accordance with the objectives of the Town Council.</p> <p>6. To advise the Planning and Environment Committee and Wiltshire Council on any identified requirements for additional or improvements to existing play facilities.</p>	<ul style="list-style-type: none"> <li>• To manage the maintenance of the open spaces, play areas and play equipment owned by the Council for the enjoyment of residents and visitors.</li> <li>• To manage improvements to the above as advisable and affordable.</li> <li>• To liaise with Wiltshire Council regarding their play areas in the Town.</li> <li>• To ensure that the Town Hall is cleaned and maintained.</li> <li>• To promote and manage the use of the Town Hall for the benefit of residents.</li> <li>• To manage the costs of Town Hall operations and events, and the revenue from Town Hall hire, to deliver a surplus.</li> <li>• To leverage the 10th anniversary of the Town Council's ownership of the Town Hall to attract visitors and revenue.</li> </ul>	

**COMMUNITY AND TOWN PROMOTION COMMITTEE**

**Existing Description**

The Community and Town Promotion Committee meets regularly throughout the year and is responsible for overseeing the Town Council involvement in the promotion of the town and community events..

<p><b>AS IS responsibilities</b></p>	<p><b>AS IS suggested objectives for review</b>  <b>Items in plain text are derived from the As Is responsibilities and current activities.</b>  <b>Items in italics are items from elsewhere in the draft Business Plan</b></p>	<p><b>TO BE objectives</b></p>
<p>1. To organise and administer the Malmesbury in Bloom competition and other similar events for which budgetary provision has been approved.</p> <p>2. To secure by competition an annual contract to supply plants and other adornments related to floral displays within the town centre.</p> <p>3. To work with other organisations to promote tourism for the benefit of Malmesbury</p> <p>4. To work with other organisations to support and encourage the economic vitality of the town</p> <p>5. To seek to ensure that all sectors of the community are engaged in leisure and other activities promoted or organised by the Town Council</p>	<ul style="list-style-type: none"> <li>• To enhance the appearance of the Town by organising floral displays including the Malmesbury in Bloom competition.</li> <li>• <i>To support and promote the success of retailers, producers and service providers based in Malmesbury and encourage the work of the Town Team.</i></li> <li>• <i>To promote the historic and cultural heritage of Malmesbury and its surroundings.</i></li> <li>• <i>To promote and make Malmesbury a great destination and experience for residents and national and international visitors and tourists.</i></li> <li>• To organise community events for the enjoyment of residents and visitors.</li> <li>• To maintain the Tourist Information Centre to provide information and advice to residents and visitors</li> <li>• <i>To encourage and support local community and voluntary organisations.</i></li> <li>• <i>To help to create a socially inclusive,</i></li> </ul>	

	<i>sustainable, healthy and caring community which embraces all its residents and which seeks to develop their well-being, knowledge, understanding and mutual co-operation.</i>	