



Market Deeping Town Council Committee Terms of Reference

These Terms of Reference are reviewed annually, in accordance with Standing Orders, and detail the expected work and any delegated powers of the following Council committees: -

- Amenities and Open Spaces
- Finance and Personnel
- Planning and Highways
- Town Hall and Cemetery

Amenities and Open Spaces

1. Ensure maintenance and enhancement of open spaces owned by the Town Council (i.e., John Eve Field, Glebe Park, Rectory Paddock, Riverside Gardens, Welland Gardens), not covered by other committees
2. Responsible for all town council hanging baskets (Town Hall and street columns) and planters
3. Prepare a budget for the forthcoming financial year, in accordance with the Financial Regulations of the Council and its precept timetable
4. Has delegated power to approve banner requests
5. Deal with any other matter passed to it from time to time
6. Authority to spend up to £10,000 of precepted funds, including funds held in EMR, relating to committee activities providing that all other financial regulations are adhered to
7. Arrange the installation and removal of the Christmas Tree in the Market Place
8. Arrange the contractual installation and removal of Christmas Lights in the High Street and Church Street

Finance and Personnel

1. Committee membership is made up by: Mayor, Deputy Mayor, Chairs of each committee to establish a quorum, however all other members of Council have the right to attend any meeting and have speaking and voting rights
2. Review and advise on the Council's overall financial status
3. Monitor the Council's financial performance on a regular basis, and consider adjustment of budgets, plans, and activities where appropriate
4. Oversee the Council's financial business, particularly internal and external audit and banking arrangements
5. Prepare a budget for the forthcoming financial year for the Administration budget, in accordance with the Financial Regulations of the Council and its precept timetable
6. Draft the Council's precept proposal in relation to the forthcoming financial year after consideration of all committee budget proposals, in accordance with the Financial Regulations of the Council and its precept timetable
7. Management of the role of Town Clerk
8. Agree staffing levels and management structure
9. Oversee the appointment procedure for all staff
10. Determine pay and conditions of employed staff
11. Provide support, guidance and accountability for the Chair on all Personnel matters

12. Review the Council pay policy and its implementation in line with NALC and LALC regulations and guidelines
13. Refer any employment financial implications to the Full Council
14. Support strategic planning for internal promotions, temporary and permanent staffing posts
15. Manage an annual review/appraisal system for employed staff, including target setting under direction from line managers
16. Agree personalised staff training plans and proposed development training under direction from line managers
17. Review all non-committee specific policies and their implementation in line with local authority regulations and guidelines and report, where necessary, back to full council
18. Ensure Personnel policies are in place and reviewed on a regular basis
19. Keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
20. Ensure proper arrangements are in place to consider any appeal against a decision on pay, disciplinary or conduct issues
21. Monitor the Health and Safety of staff
22. Manage the operation of and be final arbiter, through a panel, for grievance, discipline and grading procedures and appeals
23. Annually review the Council's Committees Terms of Reference
24. Deal with any other matter passed to it from time to time
25. Authority to spend up to £10,000 of precepted funds, including funds held in EMR, relating to committee activities providing that all other financial regulations are adhered to.

Planning and Highways

1. Consideration of and comment on any planning applications for Market Deeping forwarded by South Kesteven District Council (SKDC) or Lincolnshire County Council (LCC)
2. Evaluate and comment on planning and design documents presented to the Town Council for consideration
3. Consideration of any submissions made by developers for proposals for provision of public open spaces or other schemes of benefit to Market Deeping
4. Consideration of any submissions made by developers, SKDC, or LCC for proposals for long term development plans in Market Deeping or the surrounding areas that may impact upon Market Deeping
5. Consultation with strategic and government agencies on matters pertaining to planning, and deal with any other matter passed to it from time to time
6. To refer to SKDC National, Local and Neighbourhood Planning policies when considering applications, and take guidance from SKDC on commenting on planning applications (e.g. regard to material and non-material planning considerations)
7. The Planning Committee has been granted delegated powers to be able to make decisions on behalf of the Town Council when responding to planning applications without the need for these decisions to be first reported to, and agreed upon, by Full Council. This delegated power has been granted to ensure that a response is made to SKDC and LCC planning application within their predetermined timescales, and this can be reviewed by Full Council at any time in the future
8. Consider all issues pertaining to highways, footpaths, street furniture, bus shelters
9. Prepare a budget for the forthcoming financial year, in accordance with the Financial Regulations of the Council and its precept timetable
10. Authority to spend up to £10000 of precepted funds, including funds held in EMR, relating to committee activities providing that all other financial regulations are adhered to.
11. Deal with any other matter passed to it from time to time

Town Hall and Cemetery

1. Consideration of the fabric and maintenance of the Town Hall
2. Consideration of applications for the use of the Town Hall Chambers. The Town Hall and Cemetery committee has been granted delegated powers to be able to approve/refuse permission for the use of the Town Hall Chambers, without the need for these decisions to be first reported to, and agreed upon, by Full Council
3. Annually review list of hire charges for the use of the Town Hall
4. Ensure effective maintenance of the Market Deeping Old and New cemeteries, with the creation of work schedules for the dedicated Cemetery Keepers for both cemeteries as and when necessary
5. Ensure effective maintenance of The Spinney
6. Committee and Committee Chairman to support the Clerk to the Burial Board
7. Annually review the Burial Policy and List of Fees
8. Consider any special cases for dispensation in relation to the Burial Policy. The Town Hall and Cemetery committee (or if a decision is required quickly the Chair and the Clerk to the Burial Board) has been granted delegated powers to be able to make decisions on dispensation cases, without the need for these decisions to be first reported to, and agreed upon, by Full Council
9. Produce and review job specifications for the dedicated Cemetery Keepers as and when required by the Personnel Committee
10. Prepare a budget for the forthcoming financial year, in accordance with the Financial Regulations of the Council and its precept timetable
11. Authority to spend up to £10000 of precepted funds, including funds held in EMR, relating to committee activities providing that all other financial regulations are adhered to.
12. Has delegated power to approve banner requests
13. Deal with any other matter passed to it from time to time

Date of policy: 13 September 2023

Approving committee: Full Council

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