



## **TORPOINT TOWN COUNCIL**

### **Committee Terms of Reference**

#### **DEVELOPMENT AND LOCALISM COMMITTEE 2023-24**

**APPOINTMENT:** - Nine Committee members shall be appointed at the annual meeting of the Town Council.

**EX OFFICIO MEMBERS:** - The Town Mayor is appointed to this Committee ex-officio.

**CHAIRMAN:** - The Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council. The Chairman shall serve in this position until the next annual meeting of the Council unless the Chairman resigns from the position (made in writing to the Clerk), resigns from the Council or becomes disqualified from being a member of the Council.

**VICE CHAIRMAN:** - The Vice-Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council following the election of the Chairman. The Vice Chairman will serve in this position until the next annual meeting of the Council unless the Vice Chairman resigns from the position (made initially in writing to the Chairman for recording by the Clerk), resigns from the Council or becomes disqualified from being a member of the Council. In the absence of the Chairman, the Vice Chairman shall deputise.

**QUORUM:** - The quorum of this Committee shall be four or 1/3 of members whichever is larger (Standing Order 27 (c) refers).

**TERMS OF REFERENCE REVIEW:** - The Council shall review and determine the terms of reference at the annual meeting of the Council.

**General: - Decisions made by this Committee serve as recommendations to Council save the following exceptions in a) to c) below: -**

- a) To consider planning applications received prior to the meeting and respond to the planning authority on behalf of the council.
- b) Payment of invoices for work, services and other liabilities either previously confirmed by Council or where delegated within financial regulations to the Clerk & RFO and/or Committees.
- c) The Council may consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but excluding any powers that cannot be delegated by the Council e.g. issuing a precept for the rate (s67 LG & FA 1992). Any such delegation of responsibility shall be clearly minuted within the Council minutes.
- d) To set up and administer sub-committees and working parties to facilitate the work of this Committee [see specific responsibilities 1-9 below] and for no other purpose. The Committee shall determine the terms of reference and protocols for the sub-committees and working parties that shall report to this committee. No sub-committee or working party shall be formed or operated without terms of reference and protocols.

Where matters have been delegated to this Committee for approval, it shall comply with all Council's policies, protocols, systems and procedures including Standing Orders and Financial Regulations and any

other statute within legislation.

### **Specific Responsibilities –**

Under the direction, leadership and guidance of the Committee Chairman, shall be accountable and responsible for the following areas of Council activity

- 1) Oversight and responsibility of the Town Council Strategy, including the ongoing management of Localism and Devolution Projects assigned to this Committee. This will include the annual review, compilation, project implementation costs (capital expenditure) and presentation to Council which include, Torpoint Library and Community Hub, all Parks, plus the Tennis Courts. To receive the monthly report from the Community Hub and Library Development Manager, who will attend meetings quarterly.
- 2) To present and include the Development Plan within the papers for the precept meetings and to identify sources of finance to implement the plan. This will be within the confines of Financial Regulations and also the Council Business Risk Management Plan with particular reference to capital projects.
- 3) To work within the Government Devolution and Localism strategy, in partnership with the principal authority localism team and other service and asset providers to identify services and assets that this Council could own, maintain and or a service that could be delivered locally.
- 4) In conjunction with 3) above to investigate the feasibility, improved efficiency and cost effectiveness of the Town Council delivering services or maintaining/owning the asset.
- 5) Together with the Clerk & RFO to review the Budget Variance and the appropriate of current budgets that have not been delegated to other Committee/Officers.
- 6) To work towards the production of a Neighbourhood Plan using the area within the parish boundaries of Torpoint as the designated plan area.
- 7) To work with the principal authority, government agencies, statutory services and other bodies as a source of guidance, advice and financial resource in the production of the plan.
- 8) To lead on community engagement and consultation with the residents of the parish as a key requirement in the production of the plan.
- 9) To lead on and make recommendations on the Vision for Torpoint following production of the strategy document.
- 10) Responsible for the marketing and communication strategy of the Council, including the content of the website.
- 11) To undertake and develop the work and strategy previously allocated to the former Coastal Community Team Advisory Committee.
- 12) To receive a monthly report from the Town Team Project Board (TTPB), advising the Council on the delegated decisions taken by the TTPB, and all also feeding back into TTPB, working in partnership with Cornwall Council on the Lower Fore Street Development, following completion of the Strategic Outline Case.

- 13) To develop and issue a Town Council Newsletter at least two per year.
- 14) To update on actions relating to this Committee from the Climate Emergency Action Plan.
- 15) To receive an update and give feedback to the Torpoint Diverse Action Panel.
- 16) To consult with the Clerk and RFO where appropriate, on areas that have been delegated to the Clerk and RFO within financial regulations, standing orders or any other policies and protocols approved by the Council that impact on this Committees Term of Reference.

### **Committee Programme 2023/24**

#### **June 2023**

Election of Chairman

Election of Vice-Chairman

Review Committee Terms of Reference

Receive the Council Strategy and propose acceptance to the New Council

Receive the report from the Community Hub and Library Development Manager

#### **July 2023**

Receive the report from the Community Hub and Library Development Manager

#### **September 2023**

Receive the report from the Community Hub and Library Development Manager

#### **October 2023**

Begin the budget process for next year

Receive the report from the Community Hub and Library Development Manager

#### **November 2023**

Receive the report from the Community Hub and Library Development Manager

#### **December 2023**

Receive the report from the Community Hub and Library Development Manager

#### **February 2024**

Receive the report from the Community Hub and Library Development Manager

#### **March 2024**

Receive the report from the Community Hub and Library Development Manager

#### **April 2024**

Receive the report from the Community Hub and Library Development Manager

#### **May 2024**

Receive the report from the Community Hub and Library Development Manager

**Policies, protocols and procedures delegated to this Committee for consideration and to make recommendations to Council**

<b>POLICY, PROTOCOL OR PROCEDURE</b>
Town Council Strategy
Communications and Social Media Strategy

Date of Review – First Development and Localism Committee Meeting June 2023

Date of next Review – Annual Meeting May 2024