



Farnham Town Council

Part 5

Working Groups – Terms of reference

Cemeteries and Appeals Working Group
Community Enhancement Working Group
Planning and Licensing Consultative Working Group
Strategy and Finance Working Group
HR Panel
Tourism and Events Working Group



CEMETERIES AND APPEALS WORKING GROUP

TERMS OF REFERENCE

The Cemeteries and Appeals Working Group will comprise six councillors.

The quorum of the Working Group shall be three members with one officer in attendance.

The Group shall appoint an elected Member as the Lead Member.

Purpose:

To monitor and provide guidance to the Council's officers in the administration and operation of the Council's cemeteries at Hale, Badshot Lea, Green Lane and West Street. Under delegated authority from the Town Council to determine Stage 4 Appeals as set out in the Council's Cemetery Regulations.

Key Tasks

To:

- a. Oversee the management and delivery of the Council's burial, memorial and genealogical services.
- b. Monitor and review the progression of the Health and Safety Inspections and consider any issues raised.
- c. Recommend Cemetery Fees to Full Council.
- d. Review the Cemetery Regulations in line with national good practice and to submit them to Full Council for approval.
- e. Oversee the management of cemetery buildings and grounds including the day to day operation and maintenance of the chapel buildings and their future use.
- f. Develop and monitor the implementation of cemetery improvements.
- g. Promote awareness training on cemetery matters for elected members.
- h. Develop and review policies for the future operation and use of cemeteries and to recommend them to Full Council.
- i. Monitor compliments and complaints regarding the Cemeteries Service.
- j. Develop relationships with relevant service providers including undertakers.
- k. Be the final decision making body in the appeal process as identified in the Cemetery Regulations. To report quarterly to Full Council any decisions.
- l. Develop and support the Friends of Farnham Cemeteries.
- m. Advise on any matters relating to War Memorials.



COMMUNITY ENHANCEMENT WORKING GROUP

TERMS OF REFERENCE

The Community Enhancement Working Group will comprise six councillors with the option of co-opting a member of the Farnham in Bloom Community Group.

The Farnham River Management Committee is an advisory group to the Community Enhancement Working Group. A member of the Community Enhancement Working Group will be appointed to attend River Management Committees.

The quorum of the Group shall be three councillors with one officer in attendance.

The Group shall appoint an elected Member as the Lead Member.

Purpose

To work with the Council's officers for the improvement and development of allotments, gardens, open spaces, street furniture and other public spaces in the Town Council area.

Key Tasks

To work with officers to ensure efficient and effective delivery of:

A FARNHAM IN BLOOM

1. Oversee and manage the Council's investment in Farnham in Bloom and its associated projects including:
 - South and South East in Bloom and Britain in Bloom
 - Competitions involving the community such as secret gardens
2. Identify and obtain funding for the delivery of Farnham in Bloom.
3. Facilitate and develop community involvement in the delivery of Farnham in Bloom.
4. Support the work of the Farnham in Bloom Community Group by receiving ideas from the group and delegating activity where mutually agreeable.

B COMMUNITY FACILITIES AND SERVICES

5. Encourage the provision and maintenance of street furniture including bus shelters, street lighting, notice boards, seats, cycle racks and bins.
6. Co-ordination of the prevention and removal of graffiti.
7. Consider proposals for public art.

C SERVICE MANAGEMENT

8. Oversee the allotments service.
9. Oversee the public convenience service.
10. Oversee the parks and open spaces service.

D FARNHAM RIVER MANAGEMENT COMMITTEE

11. Provide secretariat support to this advisory group.



PLANNING AND LICENSING CONSULTATIVE GROUP

TERMS OF REFERENCE

The Group will comprise nine councillors, ideally one from each ward.

The quorum of the Group shall be three members with one officer in attendance.

The Group shall appoint an elected Member as the Lead Member.

Purpose:

To make observations on all planning applications and planning issues (advising the Town Clerk who responds to the Planning Authority under the Scheme of Delegation), including development briefs, local plans, structure plans and development control and to make site visits where necessary.

To make observations on any licensing application the Consultative Group thinks appropriate.

Key Tasks

To advise the Town Clerk under delegated authority to carry out the following: To

- a) Represent the community of Farnham on major planning issues and to encourage participation in decision making.
- b) Exercise the Town Council's statutory right to be notified of and comment on planning applications.
- c) Comment on and approve the preliminary observations of the Town Council's officers on all planning issues.
- d) Develop the Council's and the Planning and Licensing Consultative Group's observations to the relevant planning authorities under delegated authority to
 - Consider the environmental impact of planning proposals in Farnham and adjacent areas.
 - Respond to any consultations or matters on traffic and transport affecting the Town Council area.
 - Respond to any consultations or matters relating to minerals affecting the Town Council area.
 - Make observations on any telecommunication proposals received by Farnham Town Council.
 - Make observations on any relevant licensing application.
- e) Agree nominations to represent the views of the Council at planning appeals or licensing hearings if required.
- f) Respond to preliminary proposals for development within Farnham.
- g) Represent the council at development forums and planning authority site visits and planning committee meetings.



- h) Be responsible for the monitoring, development, co-ordination and review of the Farnham Design Statement and Neighbourhood Plan unless dealt with by another Working or Task Group.
- i) Work with principal authorities to develop the Local Plan or Development Framework and related strategies, unless dealt with by another Task Group.
- j) Refer any of the above matters to Full Council for debate and decision.

The Planning and Licensing Consultative Group may only express the approved views and observations of the Planning and Licensing Consultative Group or Council. Representation at outside bodies may be undertaken by delegated elected members or officers of Farnham Town Council.



STRATEGY AND FINANCE WORKING GROUP

TERMS OF REFERENCE

The Strategy and Finance Working Group will comprise six councillors plus the Lead members of the Cemeteries and Appeals Working Group, Community Enhancement Working Group and the Tourism and Events Working Group (where they have not been elected to this Working Group).

The quorum of the Group shall be three members with one officer in attendance.

The Group shall appoint an elected Member as the Lead Member.

Purpose

To develop, monitor and review Council policies and functions and review the council's accounts and finances.

Key tasks

To develop monitor and or review the following and make recommendations to Full Council:

A POLICY AND PROCEDURES

1. Council policy and policy objectives
2. Council Standing Orders and Financial Regulations
3. Performance on aims, objectives, powers and duties of the Council, and Standing Committees/Working Groups as required
4. Council Risk Management Strategy
5. Business continuity
6. Council strategic objectives and performance
7. Council's Business Plan
8. The Council's approach to Quality Council Status, the power of well-being and opportunities arising from the Localism Act and other legislation
9. Develop an overall Vision for Farnham.

B FINANCE

1. Council's Financial Plan and Strategy
2. Council annual estimates and precept
3. Use of financial reserves
4. Treasury management
5. Leasing, loans and finance
6. Grant awards
7. Appointment and maintenance of an ongoing relationship with the Council's independent Internal Auditor
8. Reporting to the Council's External Auditor
9. Budget monitoring.



C ASSET MANAGEMENT

10. Asset and Management Strategy
 - To manage and review Farnham Town Council's assets
 - To negotiate the transfer or management of assets to Farnham Town Council from other bodies as enabled by legislation.
11. To ensure that the Council is fully covered by insurance to carry out all its functions as a local authority.
12. Oversight and management of ICT and systems.

D HUMAN RESOURCES (some of these functions may be undertaken by the HR Panel)

13. To resource appropriate staffing levels to deliver services.
14. The grading of staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions for Clerks in line with the Society of Local Council Clerks (SLCC) model arrangements.
15. Arrangements for the annual appraisal of the Town Clerk.
16. Recruitment procedures, equal opportunity statements and guidelines on employment practice.
17. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees and any arrangements required for exceptions.

E COMMUNICATIONS

18. To review policy and procedures for internal and external Communications:
 - Relationships with the media
 - Website
 - Newsletter
 - Annual report
 - Public consultations
19. To develop policy and arrangements for partnerships with all external bodies and in particular with Waverley Borough Council and Surrey County Council and relationships with partner communities including Andernach.
20. Oversee preparations for and external relationships for Emergency Planning and community safety including CCTV provision.
21. To oversee corporate governance and democratic services:
 - Members' training
 - Members' services
22. To develop and promote the Council's approach to and relationships with the business community.
23. Work with residents associations and others on a range of matters including neighbourhood planning.



HR PANEL

TERMS OF REFERENCE

Purpose

The HR Panel is a Task Group of the Strategy and Finance Working Group but also reports direct to the Council on reserved matters. It will normally meet twice a year but will meet as often as required and may call in expert advice as needed to support its work and fulfil its responsibilities. Work may be referred to the HR Panel by Council or by the Strategy and Finance Working Group and it will report back as required.

The HR Panel shall consist of six Members.

The Chair of the Panel shall report back to Strategy and Finance after each HR Panel meeting.

The quorum shall be three Members with the Town Clerk or appropriate external advisor in attendance.

Scope of the HR Panel

The scope of the Panel is to act as overview body:

1. Maintain an overview of staff appointments and see that staff are appointed in accordance with the Council's policies and employment legislation
2. Review the staffing policies and structure
4. Review the pay and conditions of employment of the staff and update these as necessary to comply with the law and with good practice
5. Review appropriate performance management systems and ensure an effective appraisal system is in place
6. Recommend the appointment or dismissal of the Town Clerk
8. Consider appeals against dismissal, grading and grievances by employees of the Council. Appeal panels will be appointed from the HR Panel to hear any such matters.



TOURISM AND EVENTS WORKING GROUP

TERMS OF REFERENCE

The Group will comprise six members.

The quorum of the Group shall be three members with one officer in attendance.

The Group shall nominate an elected Member as Lead Member.

Purpose:

To oversee the operation and function of the Council's tourism and events service.

Key tasks:

A TOURISM

- a. To develop and review the Town Council's Visitor Strategy.
- b. Monitor and review the provision and publication of visitor information including the Town Guide.
- c. Improve the recognition of Farnham as a visitor destination.
- d. Promote Farnham as a quality destination for visitors and residents by:
 - a. enhancing the visitor experience
 - b. improving services and facilities
 - c. actively participating in the Farnham Visitors' Forum

B EVENTS

- a. Develop and review an events programme for Farnham including:
 - Food Festival
 - A programme of events of Music in Gostrey Meadow
 - Christmas Lights Switch-on
 - Liaison, partnership and joint promotion with local youth, voluntary groups and businesses in organising events
- b. Promotion of events in Farnham organised by other voluntary and community groups.

C OTHER ACTIVITIES

1. Oversee the programme of Farmers' Markets and markets in locations throughout the town.
2. Review the Christmas lights provision in Farnham.
3. Support promotional schemes for local businesses.

