

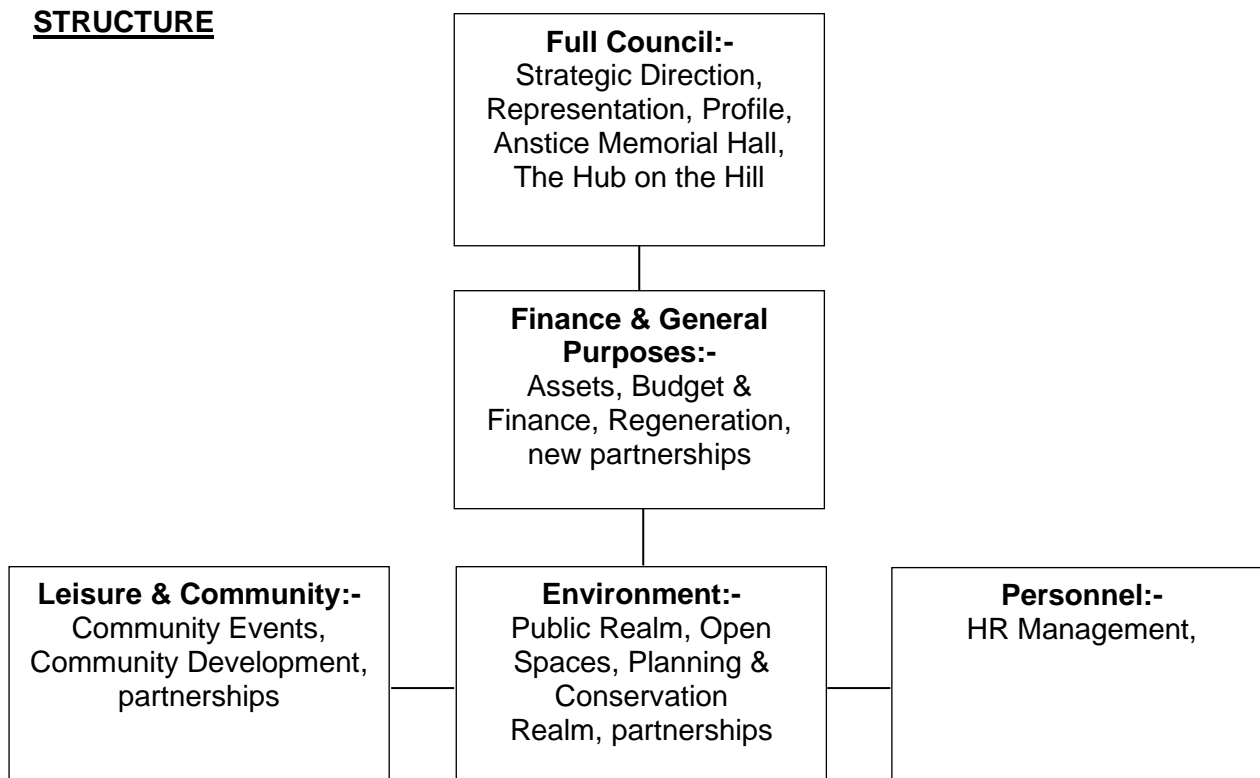
MADELEY TOWN COUNCIL

MEETING STRUCTURE AND TERMS OF REFERENCE FOR COMMITTEES

AREAS OF FOCUS

The council has chosen to focus activity in a number of areas, these are reflected in its committee structure: Finance and General Purposes, Environment, Leisure & Community and Personnel.

STRUCTURE



ACTION PLANS

Each committee will develop its own action plan. The action plan will be a flexible and developing document that is evaluated before and amended after each committee meeting. The action plan will be attached to the minutes as an appendix. It will address clearly defined aims as set out on the following pages. Each action plan will set out its strategic objectives that will be achieved through effectively monitored projects.

FULL COUNCIL – Terms of reference

Membership

All members of Madeley Parish Council (seventeen)

Quoracy is six

Full Council will consider any matter referred by any other committee, or by three of its members, provided it is minuted at the relevant meeting.

Area of Interest	Strategic Aim
Full Council	
C1 Strategic Direction	To steer and co-ordinate the work of the committees to ensure that strategic aims are being addressed and to develop policies

	and procedures that will enable the organisation to function effectively as an employer, service provider and community representative.
C2 Representation	To consult with and be accountable to the community through open communication and to advocate on behalf of the parish and its residents.
C3 Parish Profile	To promote and publicise the work of the council and the area it serves.
C4 Anstice Memorial Hall	To upgrade the building to modern standards, while retaining the character of the building, and to develop it into a building that the local community will want to use.

FINANCE & GENERAL PURPOSES COMMITTEE – Terms of Reference

Membership

Chair (Deputy Mayor of Council) and Vice Chair of Finance & General Purposes Committee

The Chair of Environment Committee and Chair of Leisure & Community Committee

Other elected members to a total committee membership of nine

(Mayor of Council is ex officio member)

Quoracy is three

Spending Powers

Expenditure is limited to £3,000 per project, unless as part of an agreed budget heading.

Powers of Referral

Any three members may have any matter referred to the Full Council provided it is minuted at the relevant meeting.

The committee may consider any matter referred by any other committee or three of its members, provided it is minuted at the relevant meeting.

Finance & General Purposes	
F1 Assets	To maintain high standards of service in all Council owned or managed assets and to provide facilities that are safe, well maintained and welcoming.
F2 Budget & Finance	To monitor & control the council's budget and to set a precept that balances the needs of the community against the community's ability to pay.
F3 Regeneration	To play a proactive role in regeneration projects that revitalise the area and are of benefit to local people.

ENVIRONMENT COMMITTEE – Terms of reference

Membership

Chair and Vice Chair of Environment Committee

Other elected members to a total committee membership of six

(Mayor and Deputy Mayor of Council ex-officio members)

Quoracy is three

Spending Powers

Expenditure is limited to £1,500 per project, unless as part of an agreed budget heading.

Powers of Referral

Any three members may have any matter referred to the Finance and General Purposes Committee or Full Council, provided it is minuted at the relevant meeting.

Environment	
E1 Public Realm	To work in partnership with the Local Authority to identify and implement environmental improvements
E2 Open Spaces	To seek involvement and influence in the management and improvement of recreational and public open spaces.
E3 Planning & Conservation	To work with partners to promote, improve and protect the heritage of Madeley Civic Parish in general and the World Heritage Site in particular.

LEISURE AND COMMUNITY COMMITTEE – Terms of Reference

Membership

Chair and Vice Chair of Leisure and Community Committee

Other elected members to a total committee membership of six

(Mayor and Deputy Mayor ex-officio members)

Quoracy is three

Spending Powers

Expenditure is limited to £1,500 per project, unless as part of an agreed budget heading.

Powers of Referral

Any three members may have any matter referred to the Finance and General Purposes Committee or Full Council, provided it is minuted at the relevant meeting.

Leisure & Community	
L1 Community Events	To organise a series of agreed public events throughout the year and to support other organisations and groups with the realisation of their own community events.
L2 Community Development	To provide grant assistance to support activities that help groups to address their own needs, and to support or initiate projects that provide services for the elderly and young people in particular.

PERSONNEL COMMITTEE – Terms of Reference

Membership

Chair (Mayor of Council) and Vice Chair of Personnel

Other members who will be elected by virtue of their skills and experience in the field of personnel to a total committee membership of five

The Clerk in an advisory capacity and without voting rights.
Quoracy is 3

Spending Powers

Expenditure is limited to £1,500 per project, unless as part of an agreed budget heading.

Powers of referral

Any three members of the committee may have any matter referred to the Finance and General Purposes Committee or Full Council, provided it is minuted at the relevant meeting

Personnel	
P1 Human Resource Management	To efficiently administer all matters relating to the recruitment, retention and development of personnel and to monitor, develop and maintain systems and working practices
P2 Training	To provide agreed training and development opportunities for all personnel that will be of benefit to the individual and the organisation.