



Axbridge Town Council

Committee and Group Remits (Appendix C of Standing Orders)

Standing Committee or Advisory Group	Remit Number
Personnel and Protocol Committee	1
Planning and Licences Committee	2
Administration and Finance Advisory Group	3
Cemeteries, Allotments and Open Spaces Advisory Group	4
Strategic Planning Advisory Group (formally Development AG)	5
Highways Advisory Group	6
Leisure and Recreation Advisory Group	7
Axbridge Youth Partnership	8
Axbridge Climate Emergency Group (formerly Sustainable Axbridge Group)	9

Last Updated: See individual remits

Axbridge Town Council

REMIT 1

Personnel and Protocol Committee

Chair and Committee Membership

Chair: Mayor

Membership: Mayor, Deputy Mayor and five councillors
Restricted to council members.

Remit

Generally:

The committee has delegated powers from the council to deal with all personnel and protocol matters except the appointment of the Clerk to the Council and final decisions on all awards.

If the committee is unable to make a clear decision on any matter or if members agree that an item is very controversial or of such importance, then they may refer the decision back to the council with or without a recommendation. A matter will be referred to Council for decision at the request of two, or more, members.

Members need to be aware that most personnel issues must be discussed in sessions where the public and press should be excluded by a resolution of the committee.

All decisions will be kept in line with the approved budget.

Duties:

the committee:

- will make all appointments of staff, except the Clerk to the Council, by advertising and interviewing candidates,
- will, in the case of the appointment of the Clerk, shortlist suitable candidates for the council to consider, with any agreed recommendations,
- .
- will carry out an annual appraisal of all the Council's employees and decide on changes to pay rates, conditions of service and job descriptions,
- will decide and agree a training scheme with all employees,.
- will deal with all grievance and disciplinary matters in the first instance and

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should recommend that council appoint an Appeals Panel if it is likely to be necessary.

- will consider and make recommendations relating to the wellbeing of Council members, employees and volunteers appointed by council or the committee,
- will deal with matters relating to general well-being, particularly dementia, within the Town,
- will decide on matters relating to ceremonial procedures, regalia, honorary officers, mayoral events, duties and associated matters,
- will manage the selection of appropriate persons for awards and the process of making the awards. The Committee will make nominations for awards but the final decision to put forward person(s) for an external award or to receive an award from the Council will be made by Council.
- Will produce information and guidance for new councillors and arrange appropriate induction training within Axbridge in addition to that offered elsewhere so that they are able to confidently and effectively fulfil their role as soon as possible.
- Will provide advice and support to councillors to further develop experience, skills and knowledge to enable them to contribute more comprehensively to the work of the town council.
- Will administer the “Donate It” scheme and determine applications – with a summary report being made to Council on laptops received and issued.

Adopted by Council: 12 June 2023 (minute 35.23(a) refers)

Last Reviewed by Committee : 24 June 2024 (minute 7.24PS refers)

Axbridge Town Council

REMIT 2

Planning and Licences Committee (A standing committee of the council)

Chair and Committee membership

Chair: to be elected by the committee at the first meeting each year.

Vice-Chair: to be elected by the committee at the first meeting each year.

Mayor (ex officio)

Deputy Mayor (ex officio)

5 other councillors

Remit

Duties:

To meet as required (usually once or twice a month) to consider and give opinions on current planning applications, temporary road closure applications and licence applications.

To receive all planning and housing related correspondence.

To produce minutes of the Committee meetings to inform Council of recommendations and decisions made.

To review all planning and housing policies of the council annually.

Powers:

To make observations, recommend approval or raise objections on behalf of the Council with relevant authorities on small applications, i.e. those which relate to no more than one property. (An application which relates to more than one property should be determined by full council, unless the Council delegates the specific application to the planning committee for determination.)

To liaise with local authorities, service providers, other organisations and members of the public about small applications.

The committee will examine all large applications on behalf of the council and make recommendations to council on these. Very large applications will be dealt with directly by Council in accordance with the policy on the process of publicising and considering very large planning applications

The committee will consider all documentation, correspondence and financial matters relating to Neighbourhood Planning on behalf of the Council. It will make recommendations to and regularly inform the Council on these matters.

The committee will deal with all correspondence relating to small planning

applications and advise on all other planning related correspondence including strategic planning, the local development framework, minerals planning and affordable housing.

The Committee will deal with items relating to specific planning applications as delegated by Council

The committee will consider all other planning related matters raised by councilors and advise council accordingly.

The Committee will deal with all enforcement issues brought to the attention of the Council in accordance with agreed procedure and policy (Council: 15th April 2013 minute 216/12(c) refers)

The committee will deal with all questionnaires and surveys related to planning and development on behalf of the council.

The committee will respond to any Licence Applications relating to the sale of alcohol, entertainment and gaming.

The committee will respond to any Temporary Road Closure applications on behalf of the Council.

The committee will consider all housing issues on behalf of the council.

Any of the above matters considered to be particularly contentious by the Mayor, Chairman of the Planning Committee or Clerk should be referred to full Council for a decision.

If a properly called meeting of the committee is found to be inquorate at the start or becomes inquorate during the meeting the clerk has delegated powers, as defined in standing orders, which may be used.

Adopted by Council: 12 June 2023 (minute 30/23(b) refers)

Reviewed by Planning and Licences Committee : 10 June 2024 (minute 7.24PL refers)

Axbridge Town Council

REMIT 3

ADMINISTRATION AND FINANCE ADVISORY GROUP

Chair and Group Membership

Chair: to be elected by the group at the first meeting each year.

Membership: Mayor (ex officio)

Deputy Mayor (ex officio)

1 (minimum) other councillor

Clerk to the Town Council or the Responsible Financial Officer

No co-options (except the Clerk or the Responsible Financial Officer).

Duties

To meet and report to council regularly.

To review the Administration and Finance Advisory Group remit and policies annually.

To review the Emergency Plan annually.

To monitor and advise the council on all aspects of financial management, book keeping, VAT, payroll and insurance as specified in Standing Orders and Financial Regulations including:

Approving financial reports before presentation to council.

Preparing budgets

Checking and advising on changes to the asset register.

To monitor and advise on changes to all administrative systems with particular reference to

the keeping of records both manual and computerised

the resilience of systems and data backup

and the policy on Data Retention, Storage and Destruction.

To manage the preparation and awarding of contracts in liaison with the appropriate committees and/or advisory groups.

To maintain and recommend any changes relating to the Council's Standing Orders.

To revise the risk assessment and management policies as necessary for council approval.

To oversee the management of the web-site, communications with residents and the management of the Community Stall

To examine current and future legislation affecting the council's administration systems including data protection, freedom of information and to advise on any

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changes to procedures that are required as a result.

To consider any complaints received about the administration of the Council or its procedures, in line with the Council's approved Complaints Policy and make recommendations to the Council accordingly.

The group will present to Council the following items on a yearly basis:

Month.	Item
April	End-of-year summary financial statement. List of direct debit arrangements and bank standing orders. Annual Report
May	Annual Independent Internal auditors report and response. Annual return for external audit.
June	Review of remit and policies Report on insurance schedule. System of accounting to be agreed including: Bank Accounts to be used. Payment methods to be used. Computer software to be used. Council members to be payment signatories Council members to check monthly bank reconciliations.
July	1st quarter summary financial statement. Risk assessment and management document – annual revision.
August	Review of delegation scheme to clerk. Review Emergency Plan
September	Regular grant applications (Type A) recommendations. Calendar of Meetings for year.
October	2nd quarter Summary Financial Report Draft budget and precept.
November	Final budget and precept report. Report on the review of system of internal control, financial regulations and audit.
December	--
January	3rd quarter summary financial statement. Contracts for Open Spaces Maintenance review.
February	Report on review of Asset Register. Appointment of <i>Independent</i> Internal Auditor recommendation.
March	Calendar of Meetings for year.

Adopted by Council: 10 June 2024 (minute 33.24(b) refers)

Reviewed by the Administration and Finance Group: 3 June 2024

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REMIT 4

Cemetery, Allotments and Open Spaces Advisory Group.

Chair and Group membership:

Chair: to be elected by the group at the first meeting each year.

Mayor (ex officio)

Deputy Mayor (ex officio)

2 (minimum) other councillors

People with experience or expertise in related matters may be co-opted onto the committee (with the agreement of council). People may be invited to attend meetings to advise on particular topics.

Remit

The group will:

CEMETERY

Ensure the upkeep of the Cemetery to a high standard by carrying out general maintenance work, such as keeping the path clear of overhanging growth, disposal of dead flowers and general tidying

Keep an up to date copy of the cemetery plan (usually held by the Clerk)

Liaise, if necessary, with undertakers or stone masons (usually carried out by the Clerk)

Ensure that safety checks are carried out on the headstones every two years.

Annually review the fees and charges and report to Council, making any recommendations.

Reviewing and making recommendations to the Council on the Cemetery rules.

Discuss and consider any cemetery related correspondence or issues, as appropriate.

Note: The Clerk deals with the administration relating to the Cemetery, including the finances.

ALLOTMENTS

Advise Council on compliance with legislation relating to allotments.

Maintain the upkeep of the general allotment field to a high standard by arranging for general maintenance work to take place, using the Town Maintenance Contractor where possible.

Appoint councillor(s) as allotment liaison contact to liaise with allotment holders/representatives on a regular basis to discuss mutual issues and report back to CAOS Group.

Make recommendations to Council on repairs and improvements necessary to maintain the general allotment field, as appropriate, with recommendations being put to Council to agree the works and provide/obtain appropriate funding.

Recommend to Council any changes considered necessary to the Allotment tenancy agreement.

Ensure that all allotment holders are working their allotments and keeping them in a clean and tidy state, as per the tenancy agreement. To monitor the presence of injurious weeds on plots and to advise tenants to remove them.

Monitor water usage

Monitor and review the level of allotment rents and the associated expenditure.

Respond to issues and general correspondence and raise with Council when appropriate

To work with the Clerk/Assistant Clerk to:

Ensure that the allotments register is kept up to date and that invoices are sent and rent received as appropriate in a timely manner.

Ensure that all tenants sign a tenancy agreement

Monitor the waiting list for allotments

OPEN SPACES

To oversee the maintenance of the two areas of open spaces land in Chestnut Avenue, owned by the Town Council, until such time as the land is to be used for any specific purpose.

To oversee the land known as Shortlands

Respond to general correspondence and raise issues with Council when appropriate.

Through the Clerk to task the Town Maintenance Contractor to carry out such work as thought appropriate.

Maintain a log and manage all trees on land owned or occupied by the Town Council. Ensure a qualified tree inspection report is produced (frequency as recommended by

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the inspector) for all land owned or managed by the Council. (This is an insurance requirement.)

Oversee the inspection and management of trees on land owned or occupied by the Town Council

Carry out an informal visual inspection in the Spring and Autumn of each year of trees on land within the group's remit and where there are specific concerns (i.e following extreme weather).

To receive reports back for the other groups which have trees on land within their remit.

Adopted by Council: 8 July 2024 (minute 52.24(b) refers)

Last Reviewed by: Cemetery, Allotments and Open Spaces Group – 17 June 2024

Axbridge Town Council

REMIT 5

Strategic Planning Advisory Group

Chair and Group membership:

Chair: Elected by the group at the first meeting each year.

Members: Mayor (ex officio)
Deputy Mayor (ex officio)
2 (minimum) other councillors

People with experience or expertise in relevant matters may be co-opted onto the Advisory Group (the Group) with the agreement of the Town Council (the Council). People may be invited to attend meetings to advise on particular topics.

Duties:

To develop and maintain a long term strategy for the Town Council. A strategy document will be presented to Council annually for consideration. This should lead to policies for Council to adopt.

The Group will maintain the list of all capital projects. Projects will be part of the outcome of the developing a long term strategy. Projects may also be proposed to satisfy short term requirements by any Committee or Advisory Group.

The list of capital projects and an indication of priority will be presented to Council regularly.

Prioritising will take into account the importance of the item, the availability of funding and Council decisions and policies.

The Group will arrange for the relevant forms and paperwork to be prepared for each project. This will be actioned as per the priority list.

The Group will liaise with the Clerk for the annual budgeting process.

The Group will maintain a database of funding streams and propose that a project is put forward if appropriate sources of funds become available.

Projects may be managed by the group or another group or committee as decided by Council. The Group will monitor the progress of projects.

The Group should produce minutes of all meetings in the form of a report to Council.

Adopted by Council: 12 June 2023 (minute 36.23(b) refers)

Reviewed by Strategic Planning Advisory Group: 19 June 2024

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REMIT 6

AXBRIDGE TOWN COUNCIL

Highways and Footpaths Advisory Group

Chair and Group membership

Chair and Deputy Chair: to be elected by the group at the first meeting each year.

Mayor (ex officio)

Deputy Mayor (ex officio)

Parish Path Liaison Officer

2 (minimum) other councillors

Remit

In general

- To make recommendations to Council on all matters relating to highways, footways, rights of way and parking within the town.
- To consider and make recommendations on any issues relating to highways, footways, rights of way and parking as instructed by Council.
- To liaise with other responsible authorities (such as Somerset Council and Avon and Somerset Police) on matters relating to highways, footways and parking within the town, or in the general locality, where any proposals may impinge upon the town.
- To monitor the implementation of changes agreed by the Council in conjunction with relevant highways authorities.
- To provide to Council written reports of all the Group meetings to form part of the public record.
- Where appropriate to produce other relevant reports for consideration by Council.

Areas of responsibility include:

Roads & footways

- Surfaces, verges and hedges
- Speed restrictions
- Road safety
- Pedestrian crossings
- Street lighting
- Signage
- Bus stops
- On-street parking
- Traffic calming
- Cycle racks

Rights of Way

- Footpath surfaces
- Way marking & signposts
- Styles & gates
- Litter
- Cycle ways

Axbridge Town Car Parks

- Parking regulations and enforcement
- Parking permits
- Signs
- Surfacing and line marking
- Boundary walls, fences and hedges
- Grass and trees
- Lighting
- Litter
- Drainage
- Annual review of car park regulations

Trees

- To carry out an annual, informal visual inspection of trees on land within the group's remit, in the Spring and Autumn and where there are specific concerns (i.e following extreme weather); and
- To report back on the inspections to the Cemetery, Allotments and Open Spaces Group

Adopted by Council: 14 August 2023 (minute 66.23(b) refers)

Last Reviewed by Highways Advisory Group: 8 June 2024

REMIT 7

Axbridge Town Council

The Leisure and Recreation Advisory Group (to include Changing Rooms)

Chair and Group membership

Chair and Deputy Chair: to be elected by the group at the first meeting each year.

Mayor (ex officio)

Deputy Mayor (ex officio)

2 (minimum) other councillors

Remit

Leisure and Recreation Duties of Responsibilities

To report and advise the Town Council on matters relating to the Recreation Field, the children's play area, other recreation matters and the Public Toilets.

The Recreation Field

- Grass cutting
- Hedgerow maintenance
- Litter and dog mess.
- General safety
- Liaise with the Football Clubs, other users and the Facilities Manager

To maintain this facility as a recreation place for Axbridge residents and visitors.

The Children's Play Area

- To implement the recommendations of an approved safety inspector and ensure an annual safety inspection is carried out.
- To monitor the condition of the recreation and playground facilities, gates, fencing, seating, bins and surfacing on a regular basis and maintain them to a safe standard.
- To prioritise work and implement an equipment replacement programme advising the finance committee of budget needs.
- To utilise grants available for play areas
- Maintain grass cutting within the play area.
- To carry out emergency repairs as quickly and efficiently as possible.

Recreation Facilities

It is the remit of this advisory committee, on behalf of Axbridge Town Council, to try and find additional recreation land.

The Changing Room.

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- To be responsible for the general upkeep and running of the changing rooms.
- To liaise with the Facilities manager.
- To define the duties of the Manager – in consultation with the Personnel & Protocol Committee
- To oversee the financial business of the Changing Rooms.

Public Toilets

- To monitor the condition of the facility and liaise with the Facilities Manager
- To ensure the contractor is cleaning the facility to an acceptable standard.
- To ensure monthly deep cleans are being carried out to an acceptable standard
- To maintain the facility and recommend any potential improvements.
- To carry out emergency repairs as quickly and efficiently as possible.
- To ensure the facility is closed if deemed to be in an unsafe state.
- To ensure the facility is being locked every night, at a reasonable time and to ensure alternative arrangements are in place for holiday cover.
- To oversee the maintenance and cleanliness of the drinking fountain.

Trees

- To carry out an informal visual inspection in the Spring and Autumn of each year of trees on land within the group's remit and where there are specific concerns (i.e following extreme weather); and
- To report back on the inspections to the Cemetery, Allotments and Open Spaces Group

Adopted by Council: 12 August 2024 (minute 69.24(b) refers)

Last Reviewed by Leisure and Recreation Group: 15 July 2024

Axbridge Town Council

REMIT 8

Axbridge Youth Partnership

(An advisory group of the Council)

Chairman and Group Membership

Chair: to be elected by the group at the first meeting each year.

Membership: Mayor (ex officio)

Deputy Mayor (ex officio)

A minimum of 2 other persons

Remit

To meet and report to Council regularly.

To review the remit and policies of the advisory group annually.

To make recommendations to and advise the Council on all aspects of youth work including the establishing of youth organisations supporting youth organisations and events financing youth work.

To liaise with local youth organisations.

To liaise with the District and County Councils on youth matters.

Adopted by Council: 7th December 2020 (minute 2.30.20(b) refers)

Last Reviewed/Amended: 7th December 2020 (minute 2.30.20(b) refers)

Axbridge Town Council

REMIT 9

Axbridge Climate Emergency Group

(This is an advisory group of the Council)

Chair and Group Membership

Chairman: to be elected by the group at the first meeting each year.

Membership: Mayor (ex officio)

Deputy Mayor (ex officio)

A minimum of 2 other persons

Co-opted Persons: David Parkin, Vicky Pearson, Liz Foster and
Malcolm Owen

People with experience or expertise in relevant matters may be co-opted onto the Advisory Group (the Group) with the agreement of the Town Council (the Council). People may be invited to attend meetings to advise on particular topics.

Statement

The Council agree that impacts of climate breakdown are causing serious damage to our planet. The Council also recognise that as a small town, it may not be able to make large infra structure changes without higher government intervention but is committed to doing everything it can in order to make our community; carbon neutral and truly sustainable.

Aims

The Council aims to –

decarbonise Axbridge and reduce our carbon footprint

work towards making Axbridge carbon neutral by 2030

to have a town which is prepared for and resilient to, the impacts of climate change

Duties

To meet and report to Council regularly.

To review the remit and policies of the advisory group annually.

To seek to engage with the community on environmental/climate change matters

To make recommendations to and advise the Council on all aspects of

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environmental/climate change matter to work in pursuit of its aims

To monitor grant opportunities, prepare supporting documentation and put forward projects for the Town Council's consideration

To liaise with the other relevant groups in progressing matters of joint interest

To liaise with local environmental/climate change organisations.

To liaise with the District and County Councils on environmental/climate change matters.

To liaise with the Church over environmental/climate change matters including the Eco-Church Status Proposal

To join the Somerset Climate Action Network with the group name being "Sustainable Axbridge" and to liaise with this group, sharing matters of interest.

Adopted by Council: 15 March 2021 (minute 298.20(b) refers)

Last Reviewed/Amended: 15 March 2021 (minute 298.20(b) refers)