



Prestatyn Town Council – Committees – Standard Terms of Reference 2024/25

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FULL COUNCIL (18)

MEMBERSHIP

1. The Full Council (FC) shall consist of eighteen members.
2. The Mayor and Deputy Mayor shall be elected at the Annual General Meeting.
3. Meetings to be chaired by Mayor if present, or Deputy Mayor in their absence; in absence of both as per Standing Order 3(p).
4. Minimum quorum of six at each meeting.

RESPONSIBILITIES

1. FC will appoint membership and ensure Chair and Vice-Chair are elected to the following committees at the A.G.M.;
 - a. Town Planning Committee (TP)
 - b. Finance & Management Committee (F&M)
 - c. Community Development and Regeneration Committee (CDRC)
 - d. Policy Review Committee (PR)
2. Membership and Chair of the Resource and Appeals Committee (R&A) shall be elected by the FC on an as-and-when required basis.

GOVERNANCE

1. FC is governed by Standing Orders.
2. FC shall meet every month and at other times as are deemed necessary to fulfil its functions.

Specific responsibility areas covered.

- a. Standing Orders approval
- b. To oversee the corporate workings of the Council
- c. Appointment of committees and members
- d. In addition to all responsibilities in absence of Committee and sub-Committee responsibilities as listed below
- e. To receive reports from other Committees regarding items affecting whole of the Council
- f. To determine any item not specifically covered by other Committees
- g. To authorise expenditure more than delegated Committee budget
- h. Approval of recommendations and documentation as presented by Finance and Management Committee
- i. Approval of proposals as presented by the Community, Development and Regeneration Committee
- j. Approval of policies and documentation as presented by the Policy Review Committee
- k. Approval of proposals and recommendations as presented by the Resource and Appeals Committee
- l. Approval of policies and documentation as presented by any committee not listed but created through standing orders
- m. Budget / Precept Approvals
- n. Audit Reports and Signing of Accounts
- o. Appointment of Internal Auditor
- p. Signing Annual Governance Statement
- q. IRPW Annual Return Approval
- r. Annual Reports
- s. Council Strategy

- t. Town/Place Plan approval
- u. Risk Assessments
- v. Well-Being statement
- w. Training Policy
- x. Bio-diversity policy
- y. Approval of Office HR Organisation Chart
- z. Appointment of Town Clerk/Responsible Financial Officer

Committees

TOWN PLANNING COMMITTEE (TP) (18)

MEMBERSHIP

1. The Town Planning Committee (TP) shall consist of all council members.
2. The quorum shall be six members.
3. The TP shall elect a Chair and Vice-Chair for its first meeting at each A.G.M.

RESPONSIBILITIES

1. The TP will consider and submit observations on all Town and County Planning applications to Denbighshire County Council (Planning) and discuss any other planning matters concerning Prestatyn (in an emergency application to be dealt with by the Chairman, Vice Chairman, Mayor, and Deputy Mayor).
2. The TP may delegate areas of responsibility to a sub-committee or Town Clerk/Responsible Financial Officer

GOVERNANCE

1. The TP shall meet every month immediately following the FC meeting, and at other times as are deemed necessary to fulfil its functions.
2. Minutes of meetings will be taken and approved at the following meeting of FC.

Specific responsibility areas covered.

- a. Responses to planning applications
- b. Tree preservation Orders
- c. Responses to planning policy consultations
- d. Responses to proposals relating to footpath/bridleway creation orders, highway adoptions and other highway notices
- e. Proposals for street naming
- f. Highway and traffic regulation consultations

FINANCE AND MANAGEMENT COMMITTEE (F&M) (6)

MEMBERSHIP

1. The Finance & Management Committee (F&M) shall consist of six members, with one representation from each Ward.
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis.
3. The quorum shall be three members.
4. The F&M shall elect a Chair and Vice-Chair at its first meeting at each A.G.M.

RESPONSIBILITIES

1. Manage and control the financial affairs of the Council generally and to pay and collect all debts and monies owing by or to the Council.
2. Examine the estimates of income and expenditure of the other Committees, to prepare the general estimates of receipts and expenditure during the next ensuing financial year.
3. Consider and report to the Council upon any scheme by a Committee to exceed any item of expenditure in their estimates for any year.
4. Direct the keeping of the accounts of the Council.
5. Direct and have control of all insurance of the Council.
6. Direct control of all Council's IT policy.
7. Direct control of all Council's GDPR policy.
8. Review from time-to-time Financial Regulations.
9. Deal with establishment/building matters.
10. Consider and report from time to time upon management and administration of local government in the region and county areas.
11. Have charge of any surplus lands and properties.
12. To liaise with Town Clerk/Responsible Financial Officer general appointments, staff grading, overseeing staff structures, reviewing staff salaries, training and staff terms and conditions.
13. To deal with non-routine office matters e.g., new equipment needs and making recommendations if outside budget provision.
14. The F&M may delegate areas of responsibility to a sub-committee or Town Clerk/Responsible Financial Officer

GOVERNANCE

1. The F&M is governed by Financial Regulations.
2. The F&M shall meet every three months and at other times as are deemed necessary to fulfil its functions.
3. Minutes of meetings will be taken for accuracy and motions/resolutions presented for approval at the next meeting of Full Council.

Specific responsibility areas covered.

- a. Review of Financial Regulations
- b. Draft budget and draft precept figures for Full Council approval
- c. Draft of IRPW Annual Return
- d. Review of Audit paperwork for Full Council approval
- e. Receiving regular financial reports
- f. BACS approvals for Suppliers and Payroll expenditure
- g. Financing of projects
- h. Power in Joint Committees under LGA s.101 and s.102
- i. Income and expenditure authorisations as per Standing Orders
- j. Management of financial requirements
- k. Monitor capital and reserves
- l. Virement of funds, subject to Financial Regulations
- m. Funds, investments, and banking arrangements
- n. Awarding contracts up to £25000
- o. Reviewing overspent of budget
- p. Overseeing procurement and tender procedures
- q. Review of financial policies and procedures
- r. Financial Risk management

- s. Responsible for Fixed Asset Register
- t. Responsible to review adequacy of insurance
- u. Use and upkeep of leases, licences, rents, and fees
- v. Probity and effective financial practice
- w. Debt monitoring and recovery
- x. Review Grant schemes covered by LGA 1972, s.133, s.137, s.142 and s.144
- y. Consider and agree Grant applications

COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE (CDRC) (6)

MEMBERSHIP

1. The Community Development and Regeneration Committee (CDRC) shall consist of six members, with one representation from each Ward.
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis.
3. The quorum shall be three members.
4. The CDRC shall elect a Chair and Vice-Chair for its first meeting at each A.G.M.

RESPONSIBILITIES

1. The CDRC operates in an Advisory capacity as detailed in Standing Orders.
2. The CDRC will consider matters of industrial and other development in the Town.
3. The CDRC will consider matters relating to condition, improvements etc. of all roads and bridges, public footpaths, bridleways, and street lighting in Prestatyn.
4. The CDRC will consider matters of recreation and pleasure grounds, gardens, and open spaces in Prestatyn.
5. To use initiative in proposing new projects and proposals which should be of benefit to the Town.

GOVERNANCE

1. The CDRC shall meet at least once every three months and at other times as are deemed necessary to fulfil its functions.
2. Minutes of meetings will be taken and approved at the following meeting of Full Council.
3. The CDRC may delegate areas of responsibility to a sub-committee or Town Clerk/Responsible Financial Officer

Specific responsibility areas covered:

- a. Town Car Parks (RTA 1984)
- b. Road and rail transport
- c. Byelaws
- d. Crime Prevention / CCTV/Radio link (C&D ACT 1998)
- e. Public footpaths (LGA1972 s.133/s.123)
- f. Entertainment
- g. Attractions
- h. Publicity – Public Relations
- i. Liaison with local organisations
- j. Licensing
- k. Business Support (LGMP1976)
- l. Community Centre Repairs/Maintenance (LGMP ACT1976) and improvements (LGA1972s.133)
- m. Health/Sports/Leisure Activities (LGMP1976s.19)
- n. Cultural activities

- o. Scala Cinema (RTA 1984/LGMP 1976)
- p. Town Place/Town Plan implementation
- q. Town regeneration projects
- r. Town marketing projects
- s. Town signage (RTA1984/LGMP1976), maps, and noticeboards (LGMP1976s.19)
- t. Town benches (LGMP ACT 1953/Highways)
- u. Town bus shelters (LGMPACT 1953)
- v. Town planting scheme (LGMP1976)
- w. Hanging Baskets/troughs (LGA1972 s.133/s.123)
- x. Town festive lights scheme and other Illuminations (LGA1972 s144.5)
- y. Town tourism projects
- z. Town public transport
- aa. Town twinning
- bb. Town partnerships (LGMP1976s.19)
- cc. Town environment projects – (eg Coastal and High Street) LGMP ACT 1976
- dd. Play Areas (LGMP1976s.19)
- ee. Public Gardens (LGA1984)
- ff. Identification of projects of benefit to the town
- gg. Identifying and delivery of events
- hh. Community engagement / Meetings / Forums
- ii. Community Partnership Room (LGA1972s.133/s.123)
- jj. Local Community Services (LGA1976)
- kk. Volunteering opportunities
- ll. Engagement with third party organisations
- mm. Public consultations
- nn. Meet objectives contained in Well-Being Plan

POLICY REVIEW COMMITTEE (PR) (5)

MEMBERSHIP

1. The Policy Review Committee shall consist of five members.
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis.
3. The quorum shall be three members.
4. A Chair and Vice-Chair shall be elected at the FC A.G.M.

RESPONSIBILITIES

1. The PR Committee operates in an Advisory capacity.
2. The PR Committee will be responsible for assessing and reviewing all Town Council Policies and Procedures and making any appropriate recommendations to Full Council or Finance and Management Committee where appropriate.
3. The PR Committee will draw up a register of all Policies and Procedures and establish appropriate timescales for each to be reviewed for suitability and compliance with changes in legislation.
4. To carry out any other such duties in accordance with a resolution from Finance and Management Committee.

GOVERNANCE

1. The Committee shall meet at least once annually and at other times as are deemed necessary to fulfil its functions.
2. The Committee shall be administered by the Town Clerk/Responsible Financial Officer.

3. Minutes of meetings will be taken and approved at the following meeting of Full Council.

Specific responsibility areas covered:

- a. Review Standing Orders for Full Council approval
- b. Review committee structure and committee terms of reference for Full Council approval
- c. Review all council policies within terms of reference of committees
- d. Review finance regulations for Finance & Management Committee
- e. Review risk management
- f. Oversee compliance with all legislation
- g. Review training policy for Full Council approval
- h. Review Biodiversity policy for Full Council approval
- i. Wellbeing and future generations policy for Full Council approval
- j. Produce council's annual report for Full Council approval

RESOURCE AND APPEALS COMMITTEE (R&A) (5)

MEMBERSHIP

1. The Resource and Appeals Committee shall consist of five members.
2. Members will be elected by Full Council as the need is identified.
3. The quorum shall be three members.
4. FC shall elect a Chair for each R&A.

RESPONSIBILITIES

1. The R&A Committee operates in an Advisory capacity, with any delegated powers as detailed in Standing Orders.

GOVERNANCE

1. The R&A Committee shall meet at times as are deemed necessary to fulfil its functions.
2. The R&A Committee shall be administered by the Town Clerk/Responsible Financial Officer in the first instance, or any councillor if deemed more appropriate to matters in hand.
3. The Town Clerk/Responsible Financial Officer shall submit matters (including staffing) to the Resource and Appeals Committee when deemed appropriate or when the Town Clerk/Responsible Financial Officer requires assistance.
4. Minutes of meetings will be taken and approved at the following meeting of Full Council.

Specific responsibility areas covered:

- a. Appeals
 - b. Grievance and Discipline matters
 - c. Freedom of Interest requests
 - d. Town Clerk/Responsible Financial Officer matters
 - e. Appointment of the Town Clerk/Responsible Financial Officer
 - f. Deal with litigation in which the Council may be engaged
- TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER/PROPER OFFICER, OR WHOM THE TOWN CLERK/RFO/PO MAY DELEGATE, TO BE PRESENT AT ALL MEETINGS
 - ALL DELIVERY WILL TAKE PLACE BY STAFF FOLLOWING COUNCIL APPROVALS/DECISIONS.

Approvals and Distribution

Version Adopted	Date Adopted	Meeting	Minute Number	All Members