



BIDEFORD TOWN COUNCIL

COMMITTEE STRUCTURE

STAFFING, FINANCE & GENERAL PURPOSES COMMITTEE

To exercise on behalf of the Council powers and duties within existing policies and practices of general concern to Bideford excluding those matters specifically dealt with by another Committee.

- Committee constituent:
 - Mayor
 - Deputy Mayor
 - Seven Councilors.

- To pre-investigate all financial decisions to ensure they fit with best value and are in the best interest of the tax payer and general public.

- To prepare and recommend to Council annually, no later than its January meeting, a budget for the following financial year.

- To consider and approve orders and expenditure which are within the Council's existing budget and expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

- To consider and approve/refuse all applications for grants, loans or other financial assistance received by the Council. The SFGP Committee will resolve upon monies less than £5,000 and make recommendations for sums greater than £5,000. However, decisions regarding recommended items may only be altered where new information is available, and where this is the case, the item will be sent back to SFGP review.

- To approve and oversee any contracts or agency agreements entered into by the Council.

- To monitor the financial affairs of the Council and spending against the agreed budget.

- To consider and report to Council matters of a financial nature which may result in write-off of public monies.

- To monitor spending and use of resources to ensure the Council obtains best value.
- To consider all matters relating to the running of the Council, including administration, subscriptions, insurance arrangements, staffing and property management. This includes employment policies, staff appraisals, pay and conditions of service, disciplinary, complaints and grievance procedures and sub committees thereof.
- Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
- To review and ensure Financial Regulations and Standing Orders are kept up to date.
- To ensure compliance with Financial Regulations and Standing Orders.
- To ensure clear communication with other Council Committees where matters under consideration have an impact across more than one Committee.
- Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

PLANNING COMMITTEE

To exercise on behalf of the Council powers and duties within existing policies and practices of general concern to Bideford excluding those matters specifically dealt with by another Committee.

- Committee constituent:
 - Mayor
 - Six Councilors.
- To consider all planning applications received from the County and District Councils for observations and decide the Council's response in each case.
- To respond to consultations on Planning Policy Documents such as the Local Development Framework
- To consider any matters of general relevance to town planning and development control affecting Bideford, including comments and contributions to the development plans of other councils.
- To consider any matters concerning the physical environment of Bideford, including land usage, enhancement schemes, tree protection and development schemes.

MARKET MANAGEMENT COMMITTEE

To exercise on behalf of the Council powers and duties within existing policies and practices of general concern to Bideford excluding those matters specifically dealt with by another Committee.

- Committee constituent:
 - Six Councilors.
 - Two Market Complex tenants, elected annually via a secret ballot organized by the Market Administrator). Their mandate will be to provide two way dialogue, canvas opinions(s) and raise concerns to the Committee. Items to be considered

for the Agenda must be received by the Clerk, in written form, at least six working days before the next meeting.

- The non-council members have no vote, will not be privy to Part II, but will be regarded as bona fide committee members. (While (list of) contractors may be raised in Part I, financial detail/decision making to be moved to Part II.
- To be responsible for the day to day management of the Market.
- To promote a sustainable social, environmental and economic regeneration of the Market.
- To promote the Market Hall as an Events facility, encourage Community usage, host Civic and organize standalone markets / functions.
- To foster co-operation with traders and tenants in the delivery of projects and initiatives.
- Committee constituent:
 - Six Councillors.
 - Two Market Complex tenants, elected annually via a secret ballot organized by the Market Administrator). Their mandate will be to provide two way dialogue, canvas opinions(s) and raise concerns to the Committee. Items to be considered for the Agenda must be received by the Clerk, in written form, at least six working days before the next meeting.
 - The non-council members have no vote, will not be privy to Part II, but will be regarded as bona fide committee members. (While (list of) contractors may be raised in Part I, financial detail/decision making to be moved to Part II.
- To prepare and recommend to the Council annually, no later than its December meeting, a budget for the following financial year.
- To consider and approve orders and expenditure which are within the Market's existing budget.
- To approve and oversee any contracts or agency agreements entered into by the Council.
- To monitor the financial affairs of the Market and spending against the agreed budget.
- To consider and report to Council matters of a financial nature which may result in write-off of public monies.
- To monitor spending and use of resources to ensure the Council obtains best value.
- To allocate shop units following receipt of applications and interviews with prospective tenants.

ALLOTMENTS COMMITTEE

To exercise on behalf of the Council powers and duties within existing policies and practices of general concern to Bideford excluding those matters specifically dealt with by another Committee.

- Committee constituent:
 - Mayor
 - Six Councilors.
- To prepare and recommend to Council annually, no later than its December meeting, a budget for the following financial year.
- To consider and approve expenditure which is within the Council's existing budget.
- To monitor the financial affairs of the allotments and spending against the agreed budget.
- To promote improvements to the allotments in conjunction with self-help by the allotment holders.
- To foster co-operation with the allotment holders in the delivery of projects and initiatives.
- To support the Self-Management Scheme at Marland with a view to creating a template for other sites.
- To approve and oversee any contracts or agency agreements entered into by the Council.
- To consider all matters relating to the running of the allotments, including maintenance of the waiting list, revised tenancy agreements, property management, access issues and site security.
- To encourage the promotion of the allotments via the web site, newsletter, vegetable, flower shows and prize giving initiatives.

DECARBONISATION AND ENVIRONMENT COMMITTEE

- Committee constituent:
 - Mayor
 - Six Councilors.
- To fulfil the Council ambition for the Town to be carbon neutral by 2030 through encouragement of emission reductions and increasing the number of carbon sinks.
- To establish and organise a number of working groups to deliver the wider environmental wellbeing objectives of the Council in the Town.
 - Energy and Heat
 - Transport

- Carbon sinks and biodiversity (CSB).
- To audit the Council activities ensuring maximum emissions reductions and use of Council land as carbon sinks, wherever possible.
- To support community organisations that help achieve the principal aim of the Committee.
- To improve energy efficiency and tackle fuel poverty within the Town.

TOURISM COMMITTEE

- Committee constituent:
 - Mayor
 - Six Councilors.
- To fulfil the Council ambition to present events free to the public where possible. To provide inclusive and family friendly fairs shows for residents and visitors alike.
- To organise community events and work with partners where required.
- To organise and produce special commemorative events and showcase them where possible.
- To maintain the standards of this Council whilst carrying out the events.
- All decisions at this Committee are recommendations.