

CHEPSTOW TOWN COUNCIL

TERMS OF REFERENCE

AND

SCHEME OF DELEGATION

Reviewed at the Annual Meeting on 13th May 2026

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INTRODUCTION

Chepstow Town Council has appointed a number of Committees to undertake work for and on behalf of the Council. The specific responsibilities of each Committee are confirmed by terms of reference.

This policy sets out the Terms of Reference of each Committee of the Town Council and confirms the following:

- Membership and number of seats
- Role of Mayor and Deputy Mayor
- Frequency of meetings
- Remit of the Committee and reporting structure
- Scheme of delegation

In the absence of any policy, a Committee of the Council will abide by the criteria established for Full Council as set out in its Standing Orders.

These terms of reference apply to Committees, sub-Committees and any other group established to undertake work on behalf of the Council in an advisory capacity.

General Terms of Reference applicable to all Committees

The terms of Reference for Council and all Committees are subject to the following principles:

1) That powers be exercised in accordance with any policy adopted or directions given by the Town Council

2) That powers be subject to the Council's Standing Orders and Financial Regulations

3) That any unresolved differences between Committees shall be referred to Full Council for determination

4) That any proposal which involves any change to the existing policies already approved by the Council shall be submitted to the Council for approval

5) Day to day management of Council matters rests with the Town Clerk

6) Urgent / emergency matters may be dealt with as they arise in line with the Town Council's Standing Orders

7) Committees will bring to the attention of Council any matters being pursued by other local authority / statutory / voluntary or other bodies which have a beneficial or detrimental effect on the Town of Chepstow

8) The Minutes of all Committee meetings will contain all recommendations it wishes to make to Full Council. These will be clearly set out so that members can fully understand the implications of their acceptance / rejection of them when they are moved at a meeting of Full Council

9) Guest speakers should normally be limited to one per meeting with a time limit placed upon them

10) Members of the public are entitled to attend and be present at every Town Council meeting to hear matters put before the Council as discussed unless the meeting resolves to exclude the press and public from all or part of the meeting under the Public Bodies (Admission to Meetings) Act 1960

11) Public Participation
    a. There will be, during each meeting, a 15-minute public session where members of the public are invited to address the Council in relation to items on the agenda.
    b. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.

12) All members are encouraged to attend training relevant to the work of Committees to which they have been elected.

Delegation of Authority to Sub-Committees

Where a function with the Terms of Reference of a Committee has been further delegated to a sub Committee or working party that sub-Committee or working party will report its findings and any recommendations back to the appropriate Committee or direct to the Council, as per the remit.

TERMS OF REFERENCE
Full Council

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. **Membership of the Council**
   a) All 19 members;
   b) The Committee shall be subject to a quorum of one third of all Councillors, i.e. 7 of its members.

2. **The Chairman**
   a) The Town Mayor will be elected at the Annual Meeting of Town Council;
   b) The Deputy Town Mayor will be elected at the Annual Meeting of Town Council.

3. **Conduct of Meetings**
   a) All meetings of the Council will be public meetings and convened in accordance with the Town Council's Standing Orders;
   b) Meetings will be minuted by the Clerk to the Council, or in her absence by another member of staff or a member of the Council;
   c) In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office;
   d) In a year which is not an election year, the Annual Meeting of a Council shall be held on such day in May as the Council may direct;
   e) The Council will meet once a month on the 4th Wednesday, apart from August and December when the Council is in recess;
   f) Members attend under the provision of the Town Council's adopted Code of Conduct.

4. **Powers and responsibilities of the Council**
   a) To take all policy and strategic decisions affecting the community of Chepstow;
   b) To ratify the decisions of Council's Committees where no specific delegation of powers have been agreed;
   c) To approve the Council's areas of focus/corporate plan, annual report, budget the level of precept levied on Monmouthshire County Council;
   d) To approve the Council's annual accounts and the annual return;
   e) To authorise borrowings;
   f) To authorise the incurring of expenditure not provided for within the approved budget or otherwise permitted under the Council's Financial Regulations;
   g) To appoint Council representatives to serve on outside bodies;
   h) To nominate representatives of the Council at any inquiry on matters affecting the Town, excluding those matters that may be delegated to a Committee;

i) To respond to public consultations on matters affecting the town, excluding those matters specific to a Committee or the Consultation Committee;
j) To confirm the appointment of the Town Clerk and all staff;
k) To make, amend, revoke, re-enact or adopt bye-laws;
l) To determine the adoption of any new undertakings, devolved services and/or asset transfers;
m) To adopt and change the Council's Standing Orders, Financial Regulations and powers and duties of Committees;
n) To prosecute or defend in a court of law;
o) All other matters which must, by law, be reserved to the full Council.

TERMS OF REFERENCE AND SCHEME OF DELEGATION

Finance, Policy and Audit Committee

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. **Membership of the Finance, Policy and Audit Committee**
   a) Membership of the Committee will be as decided at the Annual Meeting of Town Council;
   b) The Committee will comprise of 9 Councillors;
   c) The Committee shall be subject to a quorum of 5 of its members;
   d) Any changes in membership after the Annual Meeting of the Town Council shall be subject to approval by Full Council.

2. **The Chairman**
   a) The Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Meeting of Town Council;
   b) The Vice-Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Meeting of Town Council.

3. **Conduct of Meetings**
   a) All meetings of the Finance, Policy and Audit Committee will be public meetings and convened in accordance with the Town Council's Standing Orders;
   b) Meetings will be minuted by the Clerk to the Council, or in her absence by another member of staff or a member of the Committee;
   c) The Committee will meet on a quarterly basis;
   d) Members attend under the provision of the Town Council's adopted Code of Conduct.

4. **Powers and responsibilities of the Finance, Policy and Audit Committee**
   a) To be responsible for focusing attention on all relevant aspect of the Council's expenditure and investments; ensuring that the Council's finances and resources are managed in a responsible and prudent manner; assessing financial, contractual and organisational risk and the impact of expenditure on the Town Council's reserves and long-term plans on an ongoing basis; providing an opportunity for more detailed discussion and make recommendations to Full Council on the precept and budget;
   b) The Committee shall monitor the income and expenditure of the Town Council and its Committees throughout the year, ensuring that the amounts concerned are consistent with approved budgets and that any income shortfalls or expenditure in excess of budgets will not adversely affect the Council's overall financial position;
   c) The Committee shall consider budget recommendations from the Responsible Finance Officer, and agree upon an overall budget, reserves policy and precept requirements every year for recommendation and final approval by Full Council;
   d) For each financial year the Committee shall agree the schedule of charges for the hire of Council offices and/or equipment;

e) Only members of the Committee will be authorised signatures on the Town Council's bank accounts (any two to sign);
f) Responsibility for maintaining a continuous internal audit system;
g) Receiving and considering reports on internal audit and monitoring the implementation of approved action plans;
h) Receiving and considering reports of the External Auditor and monitoring the implementation of approved action plans;
i) The Committee shall be responsible for overseeing the risk assessments, health and safety checks and maintenance inspections carried out, and (in the case of risk assessments) formal minuted annual reviews, satisfying itself that they are comprehensive, fully documented and up to date; ensuring that steps are taken to remedy any shortcomings, defects or problems arising;
j) Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approved budget of a Committee;
k) Recommending the making or adoption of byelaws;
l) To have delegated authority to agree the Council's Asset Register, Insurance Schedules (ensuring adequate cover is maintained), Annual Investment Strategy, Risk Assessment, Lettings Policy and Letting Income;
m) To have delegated authority to agree Community Grant Funding Applications and other funding requests received up to a limit of £5,000 per grant application and £7,000 per community contribution;
n) To award specific grants of an exceptional nature;
o) To have delegated authority to authorise expenditure within the Council's approved budgets on essential works including to the Town Arch, Gatehouse and Old Library Building;
p) Recommending capital works and resourcing their implementation;
q) To promote and maintain good public relations with all local stakeholders and with regional and national agencies;
r) To institute, defend or settle any judicial or quasi-judicial proceedings on behalf of the Council and to engage legal advisers and barristers as required;
s) To manage the operation of municipal buildings including setting of hire charges and lease charges;
t) Recommending adoption of the corporate plan areas of focus and associated action plan with monitoring specifications;
u) Overall management and review of performance targets contained within the areas of focus /corporate plan;
v) The Committee shall ensure that the Town Council's Standing Orders and Financial Regulations are reviewed periodically, submitting any amendments to Full Council for approval;
w) The Committee shall approve any change to regulations or policies;
x) To review the Health and Safety and Fire Risk Assessments for the Drill Hall and Old Library Building;
y) That any external confidential reports are reported to Full Council prior to public release.

TERMS OF REFERENCE AND SCHEME OF DELEGATION
Planning and Administration Committee

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. **Membership of the Planning and Administration Committee**
   a) Membership of the Committee will be as decided at the Annual Meeting of Town Council;
   b) The Committee will comprise of 9 Councillors with representation taken from each ward;
   c) The Committee shall be subject to a quorum of 5 of its members;
   d) Any changes in membership after the Annual Meeting of the Town Council shall be subject to approval by Full Council.

2. **The Chairman**
   a) The Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Meeting of Town Council;
   b) The Vice-Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Meeting of Town Council.

3. **Conduct of Meetings**
   a) All meetings of the Planning and Administration Committee will be public meetings and convened in accordance with the Town Council's Standing Orders;
   b) Meetings will be minuted by the Clerk to the Council, or in her absence, by another member of staff or a member of the Committee;
   c) The Committee will meet twice a month on the 2nd and 4th Wednesday, the second meeting of the month to precede the Council meeting;
   d) Members attend under the provision of the Town Council's adopted Code of Conduct.

4. **Powers and responsibilities of the Planning and Administration Committee**
   a) To consider planning applications in respect of properties and developments in Chepstow and decide whether to support or object, and submit recommendations to Monmouthshire County Council as required;
   b) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments or recommendations of support or objection;
   c) To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the Town, which may have an impact on planning at local, regional or national level, and to submit recommendations to Full Council for approval;
   d) To take note of decision notices in respect of planning applications received from the County Council;
   e) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training;

f) To refer to Full Council, planning matters of a strategic or substantial nature having a significant impact on the community;
g) To make representations where relevant in relation to CIL revenue collected by Monmouthshire County Council;
h) To comment on proposals for the creation or modification of conservation areas;
i) To alert the local planning authority to any alleged development control breaches in Chepstow;
j) To make representation on planning appeals and to appoint a delegate to attend planning inquiries and Monmouthshire County Council meetings including site visits as required;
k) To deal with general matters affecting the historic environment and heritage of Chepstow;
l) To make observations relating to applications for public entertainment, street trading and other similar licences;
m) To comment on local development plans and other long-term planning documents i.e. NDF;
n) To comment on issues such as proposed new community woodlands, pre-application consultations on telecommunication masts, proposed post office closures and the provision of public payphones;
o) To make observations on matters affecting public footpaths in and around the town;
p) To comment on matters affecting public lighting provision or maintenance in the town;
q) To make observations on matters affecting public transport in the town;
r) To provide comments to Monmouthshire County Council in relation to street naming;
s) To make observations on matters affecting traffic management proposals in and around the town;
t) To make observations on proposals to introduce new tree preservation orders;
u) Re: Council – To consider and pass comment on proposals for improvements to Town Council administration such as and not limited to links with Monmouthshire County Council, initiating new technology and better public engagement;
v) Re: Town – To make proposals for enhanced administration of issues arising within the town such as and not limited to the CTC website, communication of bus station timetable of 'Arrivals and Departures' or processing consent or otherwise for commercial use of posters on railings and freestanding A boards;
w) That any external confidential reports are reported to Full Council prior to public release.

TERMS OF REFERENCE AND SCHEME OF DELEGATION
Personnel Committee

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. Membership of the Personnel Committee

a) Membership of the Committee will be as decided at the Annual Meeting of Town Council;
b) The Committee will comprise of 9 Councillors;
c) The Committee shall be subject to a quorum of 5 of its members;
d) Any changes in membership after the Annual Meeting of the Town Council shall be subject to approval by Full Council;
e) Members are appointed for the duration of the Council.

2. The Chairman

a) The Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Meeting of Town Council;
b) The Vice-Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Meeting of Town Council.

3. Conduct of Meetings

a) All meetings of the Personnel Committee will be public meetings and convened in accordance with the Town Council's Standing Orders;
b) Meetings will be minuted by the Clerk to the Council or a member of the Committee;
c) The Committee will meet 4 times a year – March, June, September and November;
d) Members attend under the provision of the Town Council's adopted Code of Conduct.

4. Powers and responsibilities of the Personnel Committee

a) To undertake the recruitment process of all Town Council staff, to include a review of job descriptions, person specifications and application forms prior to advertising; to form a panel to shortlist and interview candidates making recommendations to Full Council in respect of all permanent Town Council positions;
b) To review and monitor the Council's employment arrangements including training and development of staff and Councillors, the implementation of the appraisal scheme, review of staff contracts, implementation of policies and procedures relevant to HR, training and development budget;
c) To review staff appraisals, staff establishment and agree incremental pay rises if appropriate;
d) To recommend changes to the Council's approved staffing matrix;
e) To appoint 3 Committee members to a Grievance and Disciplinary Panel, as and when required, and for that panel to determine any grievance or disciplinary matter in line with Town Council policy;
f) To invite and appoint 3 Town Councillors from those not appointed to the Committee to an Appeals Panel, as and when required, and for that panel to make recommendations to Full

Council in respect of an appeal against the decisions of the Grievance and Disciplinary Panel in line with Town Council;

g) To hear and determine appeals in respect of disciplinary proceedings and job evaluation;
h) To oversee any process leading to dismissal of Town Council staff, including redundancy, following guidance issued by the Town Council's HR provider;
i) To keep under review staff working conditions;
j) To monitor and address regular or sustained staff absence following guidance issued by the Town Council's HR provider;
k) To consider any appeal against a decision in respect of pay;
l) That any external confidential reports are reported to Full Council prior to public release.

TERMS OF REFERENCE AND SCHEME OF DELEGATION
Environment and Amenities Committee

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. **Membership of the Environment and Amenities Committee**
   a) Membership of the Committee will be as decided at the Annual Meeting of Town Council;
   b) The Committee will comprise of 11 Councillors with representation taken from each ward;
   c) The Committee shall be subject to a quorum of 5 of its members;
   d) Any changes in membership after the Annual Meeting of the Town Council shall be subject to approval by Full Council.

2. **The Chairman**
   a) The Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Meeting of Town Council;
   b) The Vice-Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Meeting of Town Council.

3. **Conduct of Meetings**
   a) All meetings of the Environment and Amenities Committee will be public meetings and convened in accordance with the Town Council's Standing Orders;
   b) Meetings will be minuted by the Clerk to the Council or the Community Projects Officer or in their absence by another member of staff or a member of the Committee;
   c) The Committee will meet bi-monthly, 6 times a year;
   d) Members attend under the provision of the Town Council's adopted Code of Conduct.

4. **Co-options**
   a) The Committee shall have the power to co-opt representatives of organisations and individuals who, in the opinion of the Committee, shall enhance the effectiveness and expertise of the Committee at its first meeting after the Annual Council Meeting or at a subsequent meeting of the Committee. There shall be no limit to the numbers invited to join, but none shall have voting rights.

5. **Powers and Responsibilities of the Environment and Amenities Committee**
   a) To be responsible for community and town amenities and have authority to authorise expenditure within the Council's approved budgets for Christmas Lighting, Town Publications, Summer play schemes, War Memorials, litter bins, dog bins and environmental projects;
   b) To be responsible for environmental projects that aim to contribute to the goal of the Town Council becoming carbon neutral by 2030, improve local air quality issues, enhance local biodiversity, encourage less reliance on cars, encourage ethical and sustainable practices, encourage local carbon reduction initiatives;
   c) To make decisions relating to the maintenance repairs and protection of war memorials;

d) To manage tree planting and orchards schemes;
e) To manage the provision of public toilets;
f) To manage dog bins and disposal;
g) To deal with all aspects of the Markets;
h) To monitor the administration of the day to day running of community facilities under the control of the Council;
i) To comment on all matters relating to the management of public car parks and car parking, including traffic lights;
j) To support outside bodies with arts-related activities including direct promotions and liaison with other providers i.e. Chepstow Festival of Arts, Chepstow Festival and Tourist Information Centre (TIC);
k) To manage the Council's arts-related activities including direct promotions and liaison with other providers i.e. Music in the Community;
l) To monitor and review the Summer Play scheme;
m) To consider carbon reduction;
n) That any external confidential reports are reported to Full Council prior to public release.

TERMS OF REFERENCE AND SCHEME OF DELEGATION
Drill Hall Committee (DHC)

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. **Membership of the Drill Hall Committee** (DHC)
   a) Membership of the DHC will be as decided at the Annual Meeting of Town Council;
   b) The DHC will comprise of 9 Councillors and may invite non-voting Community Representatives, as required and relevant to specific agenda items, to assist its deliberations;
   c) The DHC shall be subject to a quorum of 5 of its members;
   d) Any changes in membership after the Annual Meeting of the Town Council shall be subject to approval by Full Council.

2. **The Chair**
   a) The Chair of the DHC will be elected by the DHC at its first meeting after the Annual Meeting of Town Council;
   b) The Vice-Chair of the DHC will be elected by the DHC at its first meeting after the Annual Meeting of Town Council.

3. **Conduct of Meetings**
   a) All meetings of the DHC will be public meetings and convened in accordance with the Town Council's Standing Orders;
   b) Meetings will be minuted by the Clerk to the Council or in their absence by the Arts Administrator or by another member of staff or a member of the Committee;
   c) Minutes will be presented to the next Full Council meeting and signed as a true record of the meeting at the next DHC meeting;
   d) The DHC will meet as frequently as required but no less than quarterly;
   e) Members attend under the provision of the Town Council's adopted Code of Conduct.

4. **Powers and responsibilities of the DHC**
   a) To provide the residents of Chepstow, its hinterland and visitors to both, with a varied community and arts centre and all that that entails;
   b) To establish a performance monitoring process and review system for the Drill Hall.
   c) To ensure that the Drill Hall building and its fittings and furnishings are maintained to a standard that complies with all legislation and terms of the lease held with Monmouthshire County Council.
   d) The DHC shall consider budget recommendations and an overall budget in November each year. To have delegated powers to monitor and review all spending and income generation for the Drill Hall as identified within the Town Council's finalised budget.
   e) To monitor income and expenditure and all other items relating to bookings;
   f) The committee will delegate powers to the Arts Administrator, decisions with regard to bookings, set up and day-to-day running of the Drill Hall under the supervision of the

Clerk/Responsible Finance Officer, in line with the budget and the Council's Financial Regulations.

h) Regular payments by standing order / direct debit will be approved at the first meeting of the committee each financial year (to include salary payments);
i) To delegate all new business opportunities and applications for appropriate grants for the Drill Hall to the Arts Administrator under the supervision of the Clerk, in consultation with the Chairs of the Drill Hall Committee and the Finance, Policy and Audit Committee. The Committee will monitor and review larger more complex grants;
j) The bank account will be facilitated by the Clerk to the Council/Responsible Financial Officer in line with the Council's Financial Regulations;

5. Health and Safety

The Committee will undertake a review of the annual Health and Safety report provided by the Town Council's Health and Safety Consultant.

TERMS OF REFERENCE AND SCHEME OF DELEGATION
Consultative Committee

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. **Membership of the Consultative Committee**
   a) Membership of the Committee will be as decided at the Annual Meeting of Town Council;
   b) The Committee will comprise of the Chairs and Vice Chairs of the Finance, Policy and Audit Committee, Personnel Committee, Planning Committee, the Environment and Amenities Committee, the Town Mayor and Deputy Town Mayor;
   c) The Committee shall be subject to a quorum of 3 of its members;
   d) Any changes in membership after the Annual Meeting of the Town Council shall be subject to approval by Full Council.

2. **The Chairman**
   a) The Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Meeting of Town Council;
   b) The Vice-Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Meeting of Town Council.

3. **Conduct of Meetings**
   a) All meetings of the Consultative Committee will be public meetings and convened in accordance with the Town Council's Standing Orders;
   b) Meetings will be minuted by the Clerk to the Council, or in her absence by another member of staff or a member of the committee;
   c) The Committee will meet on an ad hoc basis as and when required;
   d) Members attend under the provision of the Town Council's adopted Code of Conduct.

4. **Powers and responsibilities of the Consultative Committee**
   a) To have delegated authority for responding to consultative documents on behalf of the Council;
   b) That any external confidential reports are reported to Full Council prior to public release.

TERMS OF REFERENCE AND SCHEME OF DELEGATION
Complaints Committee

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

1. **Membership of the Complaints Committee**
   a) Membership of the Committee will be as decided at the Annual Meeting of Town Council;
   b) The Committee will comprise of the Chairs of the Finance, Policy and Audit Committee, Personnel Committee, Planning Committee, the Environment and Amenities Committee, the Town Mayor and Deputy Town Mayor;
   c) The Committee shall be subject to a quorum of 3 of its members;
   d) Any changes in membership after the Annual Meeting of the Town Council shall be subject to approval by Full Council.

2. **The Chairman**
   a) The Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Meeting of Town Council;
   b) The Vice-Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Meeting of Town Council.

3. **Conduct of Meetings**
   a) All meetings of the Complaints Committee will be public meetings and convened in accordance with the Town Council's Standing Orders;
   b) Meetings will be minuted by the Clerk to the Council, or in her absence by another member of staff or a member of the Committee;
   c) The Committee will meet on an ad hoc basis as and when required;
   d) Members attend under the provision of the Town Council's adopted Code of Conduct.

4. **Powers and responsibilities of the Complaints Committee**
   a) To have delegated authority to determine any complaints in a timely manner;
   b) To determine and monitor the complaints procedure;
   c) To liaise with the Town Clerk and enable the response to all Freedom of Information requests in a timely manner;
   d) That any external confidential reports are reported to Full Council prior to public release.

TERMS OF REFERENCE AND SCHEME OF DELEGATION
Working Party

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and / or financial regulations.

Full Council or suitably authorised Committees may form or disband a working party that will carry out tasks as defined by Full Council or the authorised Committee. Specific Terms of Reference will be agreed at the point of the working party being established along with an expiry date for when the work should be completed.

1. Membership of the Working Party

a) Membership of the working party will be as decided at the meeting at which it is established.

2. The Leader

a) The Leader of the working party will be decided at the time of the first working party meeting.

3. Conduct of Meetings

a) A working party does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies;

b) All Members of Council are to be informed of any meetings of any working party; and are able to attend and ask for any relevant working party documentation.

4. Powers and responsibilities of a Working Party

a) To tackle issues as directed by either Full Council or an authorised Committee;
b) To be task specific;
c) To examine an issue in detail, read reports and related materials, examine options, obtain advice for Council or the relevant Committee;
d) To make recommendations to Full Council or the relevant Committee via a verbal or written report, explaining the recommendations, reasons and options available;
e) No funding or monies are to be spent or committed by a working party;
f) Working parties cannot make decisions on behalf of the Town Council; any recommendations made by working parties will be subject to approval by Council or the relevant Committee;
g) That any external confidential reports are reported to Full Council prior to public release.

DELEGATION TO COMMITTEES

The matters listed in the matrix below are delegated to the Council's Committees, working parties or appointment panels. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and approved policy framework and may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned.

Where a sub-Committee, working party or panel in lieu of exercising its delegation refers a matter to its parent Committee the delegation is exercisable by the Committee. Nevertheless, the Committee may decide not to exercise this delegated power and may instead make a recommendation to the Council. *This list is not exhaustive.*

Service Area	Function	Committee/Group
Agency Agreements	Recommending agency agreements and joint working practices such as clustering, establishment review, whole place planning place plans.	Finance, Policy and Audit / Full Council
Audit	Responsibility for maintaining a continuous internal audit system.	Finance Policy and Audit Committee
	Recommending the annual budget and resolutions for level of precept.	Finance, Policy and Audit Committee
	Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approved budget of a Committee.	Finance, Policy and Audit Committee
Budgetary Control	Recommend the annual budget and resolutions for level of precept.	Finance, Policy and Audit Committee
	Developing the Medium-Term Budget Strategy for recommendation to Full Council	Clerk and Finance, Policy and Audit Committee
Buildings	Managing the operation of all Council buildings including setting of hire charges.	Finance Policy and Audit Committee
	Recommending capital works and resourcing their implementation.	Finance Policy and Audit Committee
Chepstow Events	Organising events and liaison with community groups. Managing the Council's arts-related activities including direct promotions and liaison with other providers i.e. Music in the Community, TIC, Museum, Festivals and shows.	Environment and Amenities Committee

Service Area	Function	Committee/Group
Community Facilities cont.	To monitor the administration of the day to day running of community facilities under the control of the Council.	Environment and Amenities Committee
Community Infrastructure Levy	To make representations where relevant in relation to CIL revenue collected by Monmouthshire County Council.	Planning and Administration Committee
Community Governance	Place Plans and Well Being Assessments	All committees and Full Council
Complaints	Determination and the monitoring of the Complaints procedure and to determine any outcomes from complaints in a timely manner.	Complaints Committee Ad hoc
Development Control	Commenting on planning applications referred to the Council for comment.	Planning and Administration Committee
	To alert the local planning authority to any alleged development control breaches in Chepstow.	Planning and Administration Committee
	To make representation on planning appeals and to appoint a delegate to attend planning inquiries including site visits and Monmouthshire County Council meetings as required.	Planning and Administration Committee
Dog Waste and provision of bins	Management of dog bins and disposal	Environment and Amenities Committee
Electoral Matters	Commenting on proposals from the Local Government Democracy and the Boundary Commission for Wales.	Consultative Committee for recommendation to Full Council
Environment	Dealing with general matters affecting the environment of Chepstow.	Environment & Amenities Committee
Financial Matters	Managing the Council's financial affairs.	Finance, Policy and Audit Committee
	Awarding of general revenue grants and community contributions to local organisations and groups.	Finance, Policy and Audit Committee within delegated limits
	Awarding of specific grants of an exceptional nature.	Finance, Policy and Audit Committee
Heritage	Dealing with general matters affecting the historic environment and heritage of Chepstow.	Planning and Administration Committee
Insurance	Arranging and maintaining insurance cover in respect of the Council's assets and activities against a wide range of risks.	Finance, Policy and Audit Committee

Service Area	Function	Committee/Group
Investments	Arranging and participating in schemes for financial investment	Finance, Policy and Audit Committee
Land Management	Managing and maintaining the Council's buildings	Finance, Policy and Audit Committee
	Managing, maintaining and monitoring demand for service.	Finance, Policy and Audit Committee
Legal Proceedings	To institute, defend or settle any judicial or quasi-judicial proceedings on behalf of the Council and to engage legal advisers and barristers as required.	Finance, Policy and Audit Committee (relating to the recovery of monies due to the Council not falling within the remit of another Committee)
Licensing Matters	Making observations relating to applications for public entertainment, street, and other similar licences.	Finance, Policy and Audit Committee.
Markets	To deal with all aspects of the Markets	Environment and Amenities Committee
Performance Matters	Recommending adoption of the corporate plan areas of focus and associated action plan with monitoring specifications.	Finance, Policy and Audit Committee
	Overall management and review of performance targets contained within the areas of focus /corporate plan.	Finance, Policy and Audit Committee
Planning Policy	Commenting on local development plans and other long-term planning documents. I.e. NDP	Planning and Administration Committee
	To comment on issues such as proposed new community woodlands, pre-application consultations on telecommunication masts, proposed post office closures and the provision of public payphones.	Planning and Administration Committee
Policy Issues	Commenting on strategic policy documents and consultation papers issued by the Welsh Government and other bodies in Wales.	Consultation Committee
	Assisting in the development of new policies or changes in policy.	Finance, Policy and Audit Committee
Publicity	Managing the Council's public relations activities and the content and circulation of the quarterly newsletter.	Council, Town Mayor and Town Clerk
Public Footpaths	Making observations on matters affecting public footpaths in and around the town.	Planning and Administration Committee

Service Area	Function	Committee/Group
Public Lighting	Commenting on matters affecting public lighting provision or maintenance in the town.	Planning and Administration Committee
Public Toilets	Management of public toilets.	Environment and Amenities Committee / Full Council
Public Transport	Making observations on matters affecting public transport in the town.	Planning and Administration Committee / Full Council
Risk Management	Managing the Council's risk management practices and procedures, including Fire Risk and Health and Safety for all properties.	Finance, Policy and Audit Committee
Staffing	Recommending changes to the Council's approved staffing establishment.	Personnel Committee
	Reviewing and monitoring the Council's employment arrangements including training and development of staff and Councillors, the implementation of the appraisal scheme, review of staff contracts, implementation of policies and procedures, training and development budget.	Personnel Committee
	To receive and consider applications for all vacant posts and to interview shortlisted candidates before recommendation to Full Council.	Personnel Committee
	To hear and determine appeals in respect of disciplinary proceedings and job evaluation grading.	Appeals Sub Committee
Street Naming	Providing comments to Monmouthshire County Council in relation to street naming.	Planning and Administration Committee
Traffic Issues	Making observations on matters affecting traffic management proposals in and around the town.	Full Council
Trees	Managing tree planting schemes. Making observations on proposals to introduce new tree preservation orders.	Environment and Amenities Committee
War Memorials	Making decisions relating to the maintenance repairs and protection of War Memorials	Environment and Amenities Committee

DELEGATION TO OFFICERS

The following delegations are subject to them being implemented within the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations. *This list is not exhaustive.*

Service Area	Function	Officer
Audit	To maintain a continuous internal audit.	Town Clerk
Communications	To deal with all press and public relations on behalf of the Council in line with the approved Media Policy contained in the staff Handbook.	Town Clerk
Documents	To sign documents on behalf of the Council.	Town Clerk / Town Mayor
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.	Town Clerk
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with the Emergency Planning team at the MC Council.	Town Clerk
Finance	To administer the Council's bank balances.	Town Clerk
	To maintain adequate insurance cover for the Council's activities and property.	Town Clerk
	To act as the Responsible Financial Officer.	Town Clerk
	To authorise the payment of accounts	Town Clerk
	To write off outstanding debts in accordance with Financial Regulations.	Town Clerk
	Authorisation of routine expenditure within the agreed budget.	Town Clerk
	Emergency expenditure up to £7,000 outside of the agreed budget as per Financial Regulations.	Town Clerk
	Authorisation of expenditure on works up to a maximum of £7,000 in any one case outside of approved budgets as per Financial Regulations.	Town Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Town Clerk

Service Area	Function	Officer
Governance	To receive declarations of acceptance of office.	Town Clerk / Deputy Town Clerk
	To receive and record notices disclosing personal interests.	Town Clerk / Deputy Town Clerk
	To receive and review plans and documents in accordance with the approved document retention scheme.	Town Clerk
	Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be decided by the Council or its Committees.	Town Clerk / Deputy Town Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved budget.	Town Clerk / Deputy Town Clerk
Land and Property	To purchase necessary goods and supplies.	Town Clerk / Deputy Town Clerk
	To maintain the Council's offices and property in accordance with Financial Regulations and to maintain the Asset register	Town Clerk / Deputy Town Clerk
	To devise planting schemes for the various open areas for which the Council is responsible.	Community Projects Officer
	To ensure that trees for which the Council is responsible are maintained in safe condition in accordance with good arboriculture practice.	Community Projects Officer
	To administer the Town Markets	Town Clerk
Lettings	To authorise casual lettings of the Council's various properties subject to payment in accordance with the approved scale of charges.	Town Clerk
Member support	To deal with member requests for secretarial or administrative support in connection with their duties.	Town Clerk to disseminate to staff as appropriate
Proper Officer	To act as the Council's proper officer in accordance with the job description for the role.	Town Clerk / Deputy Town Clerk

Service Area	Function	Officer
Staffing	To undertake the duties of the Head of Paid Service and ensure that all staff effectively perform their functions as contained in their job descriptions.	Town Clerk
	To implement national pay awards and conditions of service, in line with National agreement and following resolution from the Personnel Committee	Town Clerk
	Within the approved budget, to administer the staffing establishment and the national agreement on pay and conditions following resolution from the Personnel Committee.	Town Clerk
	Day to day supervision and control of staff including the implementation of all personnel procedures as line manager of staff.	Town Clerk