



## **FRAMLINGHAM TOWN COUNCIL**

### **TERMS of REFERENCE**

Committees and Sub-committees  
(see separate Terms of Reference for Working Groups)

Framlingham Town Council (also referred to as 'the council', 'the Town Council' or 'FTC' in this document) exists through the Local Government Act 1972 and related legislation and operates to the law set out therein. Within this legislation the Town Council exists to represent the people of Framlingham and promote the prosperity of the Town.

The Town Council consists of 11 members from which the council elects a chair, vice chair and finance chair at the Annual Meeting of the Town Council held in May each year.

Elections for Town Council members are held every four years as directed and arranged by East Suffolk District Council (ESDC).

The Town Council may employ such persons as it sees fit and retains on an ongoing basis a full time Town Clerk to undertake the work of the Proper Officer (PO) and the Responsible Financial Officer (RFO), a part time Deputy Town Clerk (DTC) and part time Office Assistant (OA)

The Town Council will maintain committees for the pursuance of its objectives in its routine areas of interest. These are:

- Finance and HR;
- Development and Strategic Planning;
- Highways, Rights of Way and Parking;
- Lands and Markets;
- Communication, Events and Partnerships;
- Planning and Environment;

Other temporary or permanent committees (which may be defined as 'sub-committees' or 'working groups' for the purposes of standing orders) may be established as approved by the Town Council. Each committee will define ToRs to include objectives and maintain policies and, where appropriate, procedures for its activities that will be approved by full council.

Each committee will have a chair appointed from within the council members of the committee with the exception of the:

- Finance and HR Committee - the chair will be elected at the annual meeting of the Town Council;

A report from each committee meeting will be prepared and presented to the next committee meeting.

The Town Council will prepare and approve budgets for its activities, which will include the setting of the precept and may include provision for additional fund-raising for any type of expenditure relevant to the duties and objectives of the Town Council as allowed by law.

All Town Council meetings are open to the general public except in circumstances that 'prejudice the public interest'. Attendance of the public and press at Committee meetings shall be determined in accordance with standing order 4(d)(x), and public participation in accordance with standing order 4(d)(xi).

The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest. Councillors, non-councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

Councillors shall not act on behalf of the Town Council communicating with the public, planning applicants or their representatives, council service providers or local authority officials on council business, unless directed to do so by the committee or by agreement with both the Chair and Vice Chair of the Town Council. In any event all formal correspondence and communications shall be sent via the Town Clerk /Deputy Town Clerk as the Responsible Officer.

The **Annual Meeting** is held in May or in an election year within 14 days of the date when the Councillors take office. The **Annual Parish Meeting** is held between 1<sup>st</sup> March and 1<sup>st</sup> June inclusively. If no other time has been fixed, it will take place at 6pm and may also be called the Town Meeting.

The Town Council Office will be open and accessible to the public during the working week where practicable, and at other times by appointment.

Town Council meetings are held on dates which are published on the Framlingham.com virtual Notice Board, Town Council Office Notice Board, Library and Co-op Notice Boards.

Minutes (both draft and approved upon resolution) of the Town Council meetings may be seen in the Town Council Office, Public Library or downloaded via [www.framlingham.com](http://www.framlingham.com) Upon resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed. Minutes are held for a period of at least five years and then held with other documents in perpetuity by the County Records Office.

Emails held on any Town Council computer system will be deleted after a period of three years.

The Town Council has adopted, will comply with and will review on an annual basis:

- Standing Orders;
- Financial Regulations;

- Freedom of Information Act 2000
- Data Protection Act 1998;
- Complaints Procedure;
- Grievance Procedure;
- Code of Conduct for Parish and Town Councils;
- Health and Safety Policy;
- Child Protection Policy;
- Equal Opportunities Policy;
- Equality Policy Statement;
- Internal Audit Effectiveness Review;
- CCTV Policy;
- Press Policy;
- Filming, Videoing, photographing and Audio Recording at Council Meetings Policy;
- Ban of Balloons and Sky Lanterns from Town Council owned land;
- Review of Risks of Legionnaires Disease;
- Terms of Reference;
- Illegal Fly Posting;
- Community Engagement Policy;
- Retention of Documents Policy;
- Document Control Management System;
- Model Publication Scheme;
- Grant Policy;
- Disciplinary Procedure;
- Risk Assessment Record and Guidance;
- Appraisal Process;
- Training Statement of Intent;
- Action Plan;
- Delegated Powers;
- Town Council Contracts;
- Staff Training;
- Councillor Training;
- Volunteer Warden Scheme;
- Allotment Regulations and Charges – (Lands & Markets Committee);
- Cemetery Regulations and Charges – (Lands & Markets Committee);
- Market Regulations and Charges – (Lands & Markets Committee);
- Display Screen Equipment (DSE) Workstation checklist (Staff);
- Manual Handling check list (Staff);

- Lone Worker Policy
- Document Disposal Policy
- Information security, protection and removable information storage policy.
- Third Party use of Council's resources Policy
- Training and Development Policy
- Training Report Form
- Social Media Policy
- Internal Communications Policy
- External Communications Policy

The Town Council has assessed the:

- risks from activities undertaken by the council or on council property - a list of Risk Assessments, which will be updated annually, is filed in the Town Council Office;
- risks from accidents to employees at work - an Accident Record Book is kept in the Town Council Office;
- risks from Legionnaires Disease;
- risks from fire in the Town Council Office - a Fire Log Book is kept on the premises and updated monthly, where reasonably practicable.

### **Finance and HR Committee**

#### **Make up of the Committee**

The committee will consist of a chair elected at the Annual meeting of the Town Council, the chairmen of all other committees, the chair and vice chair of the Town Council and other councillors not otherwise appointed *ex officio*, up to a maximum of nine members on the committee. In the absence of the chair of the Finance & HR committee either the chair or vice chair of the Town Council will act as chair.

The committee may set up sub-committees or working groups to deal with particular issues at any time. Such sub-committees or working groups may contain non-councillors but must include at least two councillors, one of whom will be the chair of the sub-committee or Working Group.

#### **Handling confidential or sensitive information**

The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest. Councillors, non-councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

#### **Draft Minutes**

If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

### **Committee Meetings**

The committee meets every month and at other times as necessary. The compiling of a Budget for the next financial year must be completed in time for the proposed Precept to be put to the Town Council at its January meeting at the latest.

Reports and/or recommendations will be prepared and presented to the Full Town Council meeting, and as required for approval.

### **Purpose of the Committee**

- To prepare an annual budget and precept recommendation for the Town Council;
- To monitor incomes and expenditures and oversee the transfer of funds between committees if needs change during the financial year;
- To consider grant applications and recommend optional expenditures such as donations;
- To review and recommend any amendments to Financial Standing Orders, Financial Regulations and all Town Council Terms of Reference and Policies annually.
- To prepare and review annually, the council's Investment Strategy and to consider investment opportunities on an ongoing basis.
- To consider terms of employment, job descriptions and salary scale for any employed post to the Town Council, and to act in all ways on employment matters - (*see Handling staff matters below*).
- To maintain records of the council's fixed assets and consider the insurance requirements of the council ensuring that appropriate policies are in place.

**Financial Practices** (See also Financial Regulations, which must be read in conjunction with these ToRs and standing orders:

- SO15. Proper Officer;
- SO16. Responsible Financial Officer;
- SO17. Accounts and Accounting Statements;
- SO18. Financial Controls and Procurement.

The council will maintain a main current account for its income and expenditures. The council will maintain other accounts and investments to ensure that interest is gained with minimal risk and that funds are available for use as and when required. The nature of the accounts and investments and the Bankers used will be considered and recommended by the committee to full council.

The council will maintain revenue funds, a capital fund for new equipment and a separate capital reserve fund/s for major projects being carried out in the Town. Funds may be budgeted to be taken from the precept or other income to add to the capital funds.

The committee will budget for grants/donations to organisations under the General Power of Competence. It will, at its discretion, consider and recommend to full council grants/donations to organisations that provide particular benefits to local people.

The committee will ensure that appropriate insurance is carried to cover identifiable risks. This will include Public Liability insurance of at least £10 million, loss and damage replacement cover for council equipment and buildings identified as at potential risk.

The council will identify and hold records of all properties and other significant assets in which it has an interest. Prime documents will be held in the safe and copies made for use as required.

A £5 administration charge will be made in cases of returned cheques for which bank charges are applied.

The committee will carry out an Annual Internal Audit Effectiveness Review.

### **Responsible Financial Officer**

The Town Clerk is the Responsible Financial Officer (RFO). The RFO will prepare the Annual Balance Sheet and Income and Expenditure reports for the end of year procedure carried out by RBS Software Solutions or other approved contractor, prior to final review and dispatch to the external Auditors. The RFO is normally assisted in this task by the chair of the Finance & HR committee.

An independent internal auditor will make at least one written report in respect of each financial year.

The Finance & HR committee itself has no significant financial requirements other than for the provision of copies of papers for members and payment of Auditors. No special budgeting arrangements are called for.

Financial documents including bank statements, should be retained for at least six years, account books indefinitely, quotations, tenders and wage books for twelve years, receipt books of all kinds, paid cheques, VAT records, postage and telephone books, members' allowances record and invoices for six years, paying in books, cheque stubs and time sheets for the last completed audit year.

The committee is authorised to commit expenditure for costs up to £500 within the approved General Admin budget. Other costs shall be referred to the full council for approval before commitment.

### **Handling staff matters – see also standing order 19**

To consider terms of employment, job description and salary scale for any employed post to the Town Council and present a final draft to the council for consideration and approval, taking as its basis the nationally agreed terms and conditions and contracts of employment produced by the National Association of Local Councils and the Society of Local Council Clerks.

To advertise, select, and interview any person(s) considered for employment by the council and to make a recommendation, as to the suitability of the applicant(s), to the council based on the interviews conducted using the model specimen documents and advice provided by the Society of Local Council Clerks or the National Association of Local Councils.

The Finance & HR committee shall facilitate the annual appraisal of each of the council's employees. The quorum will be a minimum of three, to be drawn from the Finance & HR committee. Where possible both genders will be represented and in the case of other employees the Proper Officer will be present. The reviews and appraisals shall be reported to the Finance & HR committee and subsequently noted by Full Council.

To consider any amendments to the contract of employment and job description as put forward by either the Finance & HR committee or the Council, employee or any professional body (NALC, SLCC etc) and to recommend to the committee, or if appropriate the Council, any action considered necessary.

To consider all Health and Safety aspects in relation to the council's role as an employer.

A matter personal to a member of staff that is being considered by a meeting of council or the Finance & HR committee is subject to standing order 3 (d) and standing order 11.

### **Environment Issues**

The committee will place a priority on environmental issues wherever relevant.

## **Development & Strategic Planning Committee**

### **Make up of the Committee**

The committee will consist of a chair and sufficient councillors (ideally 4 or more) appointed by the Town Council as are necessary for the efficient operation of the committee. The chair will be elected from the members at its first meeting after the Annual General Meeting of the Council. The chair may request additional members at any time if this proves necessary.

The committee may set up sub-committees or working groups to deal with particular issues at any time. Such sub-committees or working groups may contain non-councillors but must include at least two councillors, one of whom will be the chair of the sub-committee or Working Group.

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### **Committee Meetings**

The committee will meet as necessary, normally on a monthly basis.

Recommendations will be prepared and presented to the Full Town Council meeting for approval.

### **Purpose of the Committee**

To provide overall co-ordination and communication for the Town Council " Action Plan".

To lead, co-ordinate and prepare the Council's 5 year Strategic Long Term Plan.

To prepare and report on the Council's Infrastructure Investment Plan and CIL expenditure.

To support local community organisations to prepare CIL requests and prepare Spending Applications.

To prepare and submit the Framlingham annual District CIL spending applications to ESC.

To lead, co-ordinate, prepare and submit the Framlingham Neighbourhood Plan Review.

To work with businesses and local organisations to develop the Towns' economy via e.g. People and Places project, employment growth and strategic initiatives.

### **Finance**

The committee will prepare an action plan and budget annually for the projected revenue costs and incomes resulting from its activities and submit these to the Town Council via the Finance & HR committee.

The committee will be provided with updates on its income and expenditure on request from the Responsible Financial Officer and will consider these at its meetings.

The committee is authorised to commit expenditure for costs up to £500 within the approved budget. Other costs shall be referred to the full council for approval before commitment.

### **Environment Issues**

The committee will place a priority on environmental issues wherever relevant.

## **Highways, Rights of Way & Parking Committee**

### **Make-up of the Committee**

The committee will consist of a chair and sufficient councillors (ideally 4 or more) appointed by the Town Council as are necessary for the efficient operation of the committee. The chair will be elected from the members at its first meeting after the Annual General Meeting of the Council. The chair may request additional members at any time if this proves necessary.



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### **Committee Meetings**

1. The committee will meet as necessary, normally on a monthly basis.
2. Recommendations will be prepared and presented to the Full Town Council meeting for approval.

### **Purpose of the Committee - Rights of Way**

To ensure that the public Rights of Way are available and preserved for the people of Framlingham.

To discharge the obligations of Framlingham Town Council in respect of:

- Monitoring the condition of the 94 Rights of Way (ROW) and their associated bridges and signage as recorded on the definitive map within the parish of Framlingham. These ROW constitute footpaths and bridleways. This will be done both by walks by (or on behalf of) the Town Council where practical, and also by encouraging members of the public to report issues.
- To report any deterioration, loss or damage to Suffolk County Council (SCC)
- To respond to concerns about ROW expressed by the public or landowners;
- To check applications for changes to the ROW routes;
- To comment on suggested changes to existing ROW routes;
- Any other matters considered appropriate by the Town Council chair and committee chair;
- The committee will arrange walks to ensure that the ROWs are kept open; (though this will not necessarily check all ROWS each year.
- Check stocks of current walks leaflets and reorder as necessary.

The Town Council has not joined the Parish Paths Partnership (PPP). Any deterioration, damage or loss is reported to the Suffolk County Council (SCC) for action.

### **Purpose of the Committee - Highways**

- To keep a watch on the Highways and all matters relating to them. The Town Clerk to report anything that needs action to SCC or East Suffolk District Council (ESC) as appropriate;
- To receive complaints and suggestions from the public - discuss and propose the action to be taken;
- To meet with SCC and/or ESC to discuss traffic problems and all matters relating to the Highways within the town including road and pavement damage, potholes, missing signs, speeding, parking, traffic hazards and seats on pavements;
- To monitor vehicle speeds at selected locations where practical by the use of the Speed Indicator Device (S.I.D.) and other speed monitoring and control initiatives;
- Provision and monitoring of grit bins;
- Responsibility of the street cleaning contract.

### **Purpose of the Committee - Lighting**

- To provide and maintain in good working order an adequate and efficient street lighting facility of lamps that are the responsibility of the Town Council. (Lamps on main roads are the responsibility of Suffolk County Council);
- To appoint electrical contractors to carry out the maintenance and cleaning of the council's lighting stock throughout the year and to deal promptly with any failures that may occur, including a contract for the supply of electrical power;
- To monitor the effectiveness of the lighting within the Town and make improvements where appropriate;
- To note suggestions from members of the public for lighting improvements and implement them if approved;

### **Maintenance Contract**

The committee will invite suitable electrical contractors to submit quotations for the maintenance of the council's lighting stock, including attending to emergency repairs.

### **Appointment of Contractor**

The committee will appoint a contractor on the basis of cost, previous experience, location and best value. The selected Contractor will be able to offer a Standard Maintenance Plan (currently with Suffolk County Council), which will include repainting every eight years and include repairs due to vandalism. The contractor will update an inventory of all lights in the parish annually.

### **New Lights**

When additional or replacement lights are agreed as required by the committee, the cost will be assessed (using quotations where appropriate) and included in the budget for future expenditure.

## **Purpose of the Committee – Parking**

- To implement the Framlingham Town Council Parking Strategy for both ‘off street and on street’ parking.
- To monitor and measure, from time to time, the effectiveness of parking proposals and recommend changes when required.
- To maintain a close liaison with other land owners who have designated land as public car parks and ensure strategies and proposals are shared and implemented collectively.
- To work closely with SCC Highways and ESC (SCN) on implementation planning and traffic flow issues relative to parking policies.

## **Purpose of the Committee – Community Transport**

- To consider and implement opportunities to provide public community transport to/from Framlingham and surrounding villages/destinations.

## **Finance**

The committee will prepare an action plan and budget annually for the projected revenue costs and incomes resulting from its activities and submit these to the Town Council via the Finance & HR committee.

The committee will be provided with updates on its income and expenditure on request from the Responsible Financial Officer and will consider these at its meetings.

The committee is authorised to commit expenditure for costs up to £500 within the approved budget. Other costs shall be referred to the full council for approval before commitment.

## **Environment Issues**

The committee will place a priority on environmental issues wherever relevant.

## **Lands & Markets Committee**

### **Make up of the Committee**

The committee will consist of a chair and sufficient councillors (ideally 4 or more) appointed by the Town Council as are necessary for the efficient operation of the committee. The chair will be elected from the members at its first meeting after the Annual General Meeting of the Council. The chair will request additional members at any time if this proves necessary.

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## **Committee Meetings**

The committee will meet as necessary, normally on a monthly basis.

Recommendations will be prepared and presented to the Full Town Council meeting for approval.

A walk-about of lands areas will be carried out by the committee on an annual basis, if deemed necessary.

## **Purpose of the Committee**

- To oversee all matters relating to the lands that are owned by or leased to the Town Council;
- To ensure that activities undertaken by or on behalf of the Town Council recognise the importance of the Pageant Field and the Fens by maintaining them and protecting them as open spaces for the enjoyment of the community;
- To oversee contractors and arrange for any additional labour needed for the maintenance of the lands or items described in these TOR's.

## **Framlingham New, Upper and Lower Old Cemeteries**

Managed under contract – see separate Grounds and Property Maintenance specification (currently K N Coe Garden and Grounds Maintenance)

A seasonal employee or contractor may be hired for a period of up to 6 weeks to carry out the annual cut and rake of the upper cemetery in July/August to allow wild flowers to seed and spread, and other duties as required.

Dogs on leads will be allowed in the cemetery  
(see separate Cemetery Regulations)

## **St Michael's Churchyard**

Managed under contract – see separate Grounds and Property Maintenance specification (currently K N Coe Garden and Grounds Maintenance)

The Town Council has an agreement with the Parochial Church Council (PCC) with regard to the maintenance responsibilities:

PCC

- Walls
- Railings

- Drains
- Memorials/monuments/grave stones.

## FTC

- General maintenance to include grass cutting, removal of litter/leaves and hedge trimming
- Paths and driveway
- Trees
- War Memorial
- The Town Council owns and has responsibility for the town clock.

## Market Hill and Weekly Markets

- To manage, maintain and operate weekly markets on Tuesday and Saturday;
- To maximise revenues by offering vacant market spaces to qualified retailers;
- To review market charges on an annual basis;
- To ensure sufficient accumulated funding is available for maintenance projects.

## Agreed Guidelines for the use of the Market Hill

- Electric wires to be taped down and cable covers used.
- Use of electricity and maximum load to be identified and not exceeded.
- The Town Council accepts no liability for any event organised by others.
- Users of the Market Hill have a responsibility to comply with all relevant Health and Safety regulations, road closures, communication with Police, Fire and First Aid provision etc.
- Advertised time not to be exceeded and residents of the Market Hill area to be notified of any event in advance.
- Adequate provision made for clearing up after any event.
- Public Liability Insurance is the responsibility of the organisers.
- A quarterly inspection of the electrical supply will be undertaken by an appropriately qualified electrician.

## Local Awareness of Council

- To maintain and plant twice a year Town Council owned Flower Tubs in the town for which a licence has been granted by SCC, the War Memorial garden, and flower tubs in the Cemetery, seeking sponsorship where possible.
- To consider the use of the Market Hill area by others following the guidelines.

## Generation of Revenues

The committee will aim to have complete letting of the market space on the Saturday, Tuesday and other revenue-generating markets. Rates will be reviewed periodically to ensure that they represent best value to the Council.

Framlingham Town Council holds a Premises Licence for the Market Hill. The Town Clerk/RFO holds a Personal Licence and is the Designated Premises Supervisor and responsible person for the purposes of the Premises Licence. Alcoholic products will only be sold in accordance with the conditions laid down by the Council (see Alcohol Authorisation Form).

The committee will maintain Market Regulations, which will be issued to all stallholders. These will detail payment methods, timing, parking arrangements, competition and exclusivity policies, complaints procedure, refunds etc.

The committee has granted delegated powers to the Town Clerk to refuse applications from market traders selling eggs, fish, cheese, pies, fruit and vegetables and mobile café, to avoid duplication of goods already available on the markets.

### **Pageant Field (including Skate Park and Play Areas)**

Annual Inspection of Play areas and Skate Park (currently Playquip Leisure).

Managed under contract – see separate Grounds and Property Maintenance specification (currently K N Coe Garden and Grounds Maintenance for play equipment inspection, maintenance repairs and hedge cutting and East Suffolk Norse for grass cutting).

The committee may authorise the hire of the Pageant Field for events with terms and conditions to be complied with by the person or organisation holding the events.

Third Party users will be required to provide adequate Public Liability insurance.

Pageant Field Pavilion and Public Toilets:

Maintenance, cleaning and inspection –

Hire Agreement for the Pavilion

### **The Fens**

Managed under contract – see separate Grounds and Property Maintenance specification (currently James Rogers Agricultural Contracting).

### **New Road Allotments**

- To issue a tenancy agreement to plot holders;
- To maintain the external boundary fence;
- To maintain a water supply for Allotment holders use;
- To turn off water supply in winter.
- The Town Clerk issues and enforces the Tenancy Agreement
- The G&P Contractor cuts the grass along the centre path on a regular basis.

### **Trees**

To maintain all trees on Town Council land and when necessary to arrange for a contractor to carry out any additional work subject to approval by full council for work over £500. (current contractors on Approved Contractors list)

To seek advice and liaise with the Town Tree Warden and ESC Tree Officers.

A formal inspection regime by a qualified arboriculturalist is in place for all areas (except the Allotments), with specified frequency – refer to Tree Works Calendar

### **Tree Warden**

A Tree Warden will be appointed who may or may not be a member of the Town Council, currently Stephanie Bennell but will act as liaison between the Town Council and ESC Tree Officer on tree/landscape related issues, with the following duties:

- Gather information about the condition of local trees;
- Liaise with tree surgeons as necessary;
- Information about possible problems should be reported to the Town Clerk in the first instance to be considered by the Lands Committee.
- Identify possible sites for tree/hedge planting. With contractor assistance, collect and plant trees and hedging and manage after care.
- The PCC to obtain faculties for work in the Churchyard. There is an ongoing faculty for work to the Lime trees in Church Street: Side growth every 2 to 3 years and top growth every 5 to 6 years. (see Tree Calendar)
- Attend training days and Tree Council conferences etc.

N.B. Work on trees in the conservation area requires consent from ESC. The removal of deadwood and branches for safety reasons does not require permission (ref: Churchyard Tree Risk Survey 17<sup>th</sup> November 2006) but will still need a faculty from the PCC. The removal of smaller branches (under 3” diameter) needs neither.

### **Management of Contractors/Employees**

The Town Clerk /Deputy Town Clerk has responsibility for maintaining contact with and instructing contractors on behalf of the committee.

### **Grass and Hedge Cutting**

Contractor will be advised when to cut the Fens by the Lands & Markets Chair /Deputy Town Clerk.

### **Additional Labour**

The committee will review the need for an employee/contractor during the summer usually for up to a six-week period to carry out the Cemetery cut and any other duties as required. A recommendation will be made to full council for approval.

### **Finance**

The committee will prepare an action plan and budget annually for the projected revenue costs and incomes resulting from its activities and submit these to the Town Council via the Finance & HR Committee.

The Lands & Markets Committee will be provided with updates on its income and expenditure on request from the Responsible Financial Officer and will consider these at its meetings.

The committee is authorised to commit expenditure for costs up to £500 within the approved budget. Other costs shall be referred to the full council for approval before commitment.

To advise the Finance & HR Committee of any additional or increase in Insurance required.

To update the risk assessments for all lands areas annually.

The committee will undertake an annual review of all charges and regulations.

### **Environment Issues**

The committee will place a priority on environmental issues wherever relevant.

## **Communication, Partnerships & Events Committee**

### **Make-up of the Committee**

The committee will consist of a chair and sufficient councillors appointed (ideally 4 or more) by the Town Council as are necessary for the efficient operation of the committee. The chair will be elected from the members at its first meeting after the Annual General Meeting of the Council. The chair will request additional members at any time if this proves necessary.

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### **Committee Meetings**

The committee will meet as necessary, normally on a monthly basis.

Recommendations will be prepared and presented to the Full Town Council meeting for approval.



## **Purpose of the Committee**

Improve the Council's activities and responsibilities by keeping all members of the community informed using media such as the Town Council's website, noticeboards, social media, MailChimp newsletter, Framfare and other local news outlets, which will be kept under continual review.

- To foster good links with local groups, organisations and local businesses, developing community partnerships and maximise collaboration opportunities.
- To promote the Town to potential visitors;
- To promote weekly markets and special markets where possible as a means of increasing footfall in the town.
- To set up a community led Events Sub Committee to organise, monitor and review special events such as the Firework Spectacular and topical celebrations, and support opportunities for individuals and groups to develop events and activities which generate a sense of community spirit and inclusivity.
- Responsibility for the [www.framlingham.com](http://www.framlingham.com) Website Contract.
- To represent the Town Council on ESC collaborative community project via the CPA initiative.
- To organise all public consultation events. Ensure consultations include all members of the town by identifying how to reach all people (such as young people, older people, faith groups, the housebound, the disabled, black and ethnic minority people).
- To organise town surveys and information research, such as the Neighbourhood Plan Review, and report on the findings to ensure feedback to residents and partners, including details of proposed use of the information gained.
- To monitor communication with the community of the town to improve understanding of the work of the council and its responsibilities, present a unified "house style", and gain feedback on its effectiveness.
- To monitor progress on the implementation of CCTV in the town centre.

## **Committee Routines**

### **Local Awareness of Council**

The committee will initiate and oversee local activities such as:

- The management of the [www.framlingham.com](http://www.framlingham.com) website, (see separate Website Management Contract, current contractor Topcat Media Ltd), including creating new content.
- Publicise and promote the website and TC newsletter, including using social media to inform people of the range of information on the website and any public notices a timely manner.
- Production of the Town Guide and Welcome Packs
- Preparation of the Council communications such as newsletters and an Annual Report; reporting on the activities of Council Committees and publish them in the TC newsletter and on the website.

- Press releases covering local events organised by the Council, and a publicising a range of community interest news items

### **Promotion of the Town to Tourists and**

- To actively develop and promote the Town as a tourist destination.
- The committee will initiate and oversee the production and distribution of literature such as the Town Trail, cemetery leaflet, walk cards and walk leaflets.
- Liaise with FBA to support the town centre WiFi initiative

### **Supporting Residents**

- Supporting local organisations (community, voluntary groups, businesses etc) by providing space on the Framlingham website to publicise their community activities or services.
- Engaging with them to assist them in meeting their own aims and objectives.

### **Generation of Revenues**

- The committee may make a charge for promotional material such as the Town Guide, the Annual Calendar, and the Fram Bag.
- The committee may solicit sponsorship towards the cost of its activities.

### **Organisation and Records**

- The methods employed to carry out the organisation and practical work of events will be recorded for future reference and review.
- Develop a continual supply of photographs of the town and events and manage their storage and copyright for use in publications, posters, etc.
- Contact lists and details will be maintained for the committee by the Town Clerk under the General Data Protection Regulations.

### **Finance**

The committee will prepare an action plan and budget annually for the projected revenue costs and incomes resulting from its activities and submit these to the Town Council via the Finance & HR Committee.

The committee will be provided with updates on its income and expenditure on request from the Responsible Financial Officer and will consider these at its meetings.

The committee is authorised to commit expenditure for costs up to £500 within the approved budget. Other costs shall be referred to the full council for approval before commitment.

### **Environment Issues**

The committee will place a priority on environmental issues wherever relevant.

## **Planning & Environment Committee**

### **Make-up of the Committee**

The committee will consist of a Chair and sufficient councillors (ideally 4 or more), but not more than eight. The chair will be elected from the members at its first meeting after the Annual General Meeting of the Council.

The committee may set up sub-committees or working groups to deal with particular issues at any time. Such sub-committees or working groups may contain non-councillors but must include at least two councillors, one of whom will be the chair of the sub-committee or Working Group.

### **Handling confidential or sensitive information**

The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest. Councillors, non-councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

### **Draft Minutes**

If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

### **Committee Meetings**

The committee will meet as necessary, normally on a monthly basis. Recommendations will be prepared and presented to the Full Town Council meeting, for approval, and any planning issues will be discussed at this meeting under an agenda item. The committee has delegated responsibility to prepare responses to planning applications and send them to East Suffolk Council without first seeking approval from the Full Town Council. Whenever an application is considered of strategic importance or interest, it will be referred to the Full Town Council unless the deadline for response precludes this, in which case the proposed response will be circulated electronically to all Councillors.

On occasions it may be necessary for the committee to carry out site visits. Prior to a site visit the applicant/neighbour to be contacted as a matter of courtesy.

### **Purpose of the Committee**

#### **Planning Applications:**

- Consider planning applications lodged with East Suffolk Council relating to property in the Framlingham Parish. Exceptionally, planning applications relating to property outside Framlingham Parish will be considered if there is an impact on Framlingham or its residents.

- Taking account of the Neighbourhood Plan (NP), Local Plan and statutory guidance, prepare recommendations to support or oppose applications with reasons for that decision.
- Major applications or those of significant public interest are normally considered at the full council meetings.
- Where appropriate, meet with developers, ESC or those affected by planning applications to exchange information (not to negotiate).
- Press ESC to consider all significant developments in ESC Planning Committee (not by delegated decisions of planning officers) and ensure Framlingham is represented at ESC Planning Committee.

### **Monitor Developments:**

- Monitor existing developments and pursue non-compliances with ESC enforcement.
- Monitor strategic developments beyond Framlingham that might impact Framlingham, such as Sizewell C.
- Maintain a watching brief on sites identified in the NP for development, or other sites where we become aware of likely development proposals.

### **Other Activities:**

- Implement planning-related policies in the NP, including Housing Strategy (FRAM2), Affordable Housing Strategy (FRAM3), and Business Development, and provide planning and housing related input to the NP revision.
- Maintain and enhance knowledge among committee members of planning guidance and legislation, and identify any necessary training.

### **Environment Issues:**

- Create an Environment Advisory Group and help identify its Terms of Reference.
- Act as lead committee on all matters relating to climate change and protecting the environment.
- Monitor and co-ordinate all Town Council actions relating to climate change and protecting the environment.
- Allocate in agreement with other committee chairs' actions and projects relating to climate change and protecting the environment.

### **Finance**

The committee will prepare an action plan and budget annually for the projected revenue costs and incomes resulting from its activities and submit these to the Town Council via the Finance & HR committee.

The committee will be provided with updates on its income and expenditure on request from the Responsible Financial Officer and will consider these at its meetings.

The committee is authorised to commit expenditure for costs up to £500 within the approved budget. Other costs shall be referred to the full council for approval before commitment.