**Committees/Terms of Reference**

1. In addition to the 3 Standing Committees, to deal with issues such as staff grievances, disciplinary matters and other issues where required, sub-committees are arranged.

Furthermore, Task and Finish/Working Groups may be created as required by the Full Council or its Committees to deal with specific projects or responsibilities. Working Parties or Groups have no delegated powers; they are only able to recommend a course of action to the Council/Committee/Sub-Committee under which they are formed.

1. The Full Council need to consider and agree the following regarding its Committees and delegated powers accordingly:
2. With the exception of the Personnel Committee and the Appeals Committee, Committee meetings will operate like the Full Council, meeting in public to work through a published agenda. Where items of business are likely to involve the disclosure of exempt information under the Public Bodies (Admission to Meetings) Act 1960 and section 100(A) of the Local Government Act 1972, the Committee may resolve to exclude the public for those items of business. Because, by its nature, the Personnel Committee and the Appeals Committee only deal with business of this character, their meetings will be in private or open only to those specified in the Council’s Grievance or Disciplinary Procedures.
3. Any member of the Council may attend and speak at the 3 standing committee meetings (E.g. FR&GP, RP&P and Planning & Environment), but voting rights are restricted to those committee members and these may only be appointed by the Full Council.
4. The Town Mayor or Deputy Mayor are ex-officio members of the 3 standing committee meetings, with full voting rights.
5. The 3 standing committees may invite individuals (from the community or with specific expertise) to attend and speak at individual meetings, **but** such individuals do not count towards a quorum or have a vote in Committee meetings.
6. The Chairs of the 3 standing committees and Personnel/Appeals committee do not have a casting vote. In the event of a tied vote, the matter gets referred to the Full Council.
7. Full Council, the 3 standing committees, the Personnel Committee and Appeals Committee shall be constituted and have the responsibilities and delegated powers as laid out in Appendix 1 and these can only be amended by the Full Council
8. Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee’s (or Sub-Committee’s) delegated powers. The minutes will then record the decision as **“Resolved”**. If the matter is not within the Committee’s delegated powers, then the minutes will show the decision as **“Recommended”**, and the matter will then be brought to the Council’s particular attention by the Chairperson of the Committee at the next meeting of the Full Council. This item can be discussed in full by the Town Council. In any case where a Committee (or Sub-committee) Chairperson and Vice Chairperson is either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A delegated power need not always be exercised.
9. Each committee determines their own preferred way in which to communicate key messages to the community.

**Appendix 1**

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| **Full Council** | | |
| **Area of work:** | | The Full Council is the main policy-making body of the Council and considers the broad social and economic needs of the Parish, including establishing the ‘Vision’ and key objectives. |
| **Membership:** | | All Councillors (14) |
| **Quorum:** | | At least one third of the whole number of members of the Council. |
| **Chair & Vice Chair:** | | The Town Mayor and if the Town Mayor is unavailable, the Deputy Town Mayor. If both the Chairperson and Vice Chairperson are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting. |
| **Frequency of Meetings:** | | Five meetings per year plus the Annual Council Meeting. |
| **Minute Taking:** | | Normally by the Town Clerk, or if the Town Clerk is unavailable, a member of the Council staff or by a Councillor. |
| **Tasks and Delegated Powers:** | | To elect the Chairperson/Town Mayor and Deputy Town Mayor at the beginning of each civic year.  To monitor the effects and implications of new legislation or best practice and to consider the implications and implementation thereof.  To ensure the Council’s compliance with the provisions of the Health & Safety at Work Act.  To approve the purchase of and repairs and maintenance to civic insignia.  To maintain an up-to-date register of assets of the Council’s property and investments.  To maintain proper and adequate insurances and indemnities for the Council’s activities, liabilities, properties, assets and employees.  To receive and consider all recommendations and reports from other Committees of the Council.  To consider expenditure not within previously approved budgets.  To consider and agree broad policies and objectives of the Council, including the Council’s vision statement and approval of the key objectives and targets.  To agree membership of the Council’s main standing committees in accordance with the Council’s Standing Orders.  To be responsible for allocating and controlling the manpower and resources of the Council as recommended by the Finance, Resources and General Purposes Committee. Including the identification of the need for new services, policies and facilities.  To finalise the budget (financial estimates) of the Council and agree the precept to be levied having taken into consideration the recommendations put forward by the Finance, Resources & General Purposes Committee.  To approve the Annual Return.  To approve the Council’s Annual Accounts.  To approve the Council’s Statement of Internal Control.  Any decision to borrow money or to apply for permission to borrow.  To assume responsibility for membership of outside bodies.  To respond to consultation documents from Government and other bodies, other than those matters specifically delegated to other Committees.  To enter into legal proceedings on the Council’s behalf.  The co-option of a member to fill a casual vacancy or the appointment of additional members.  To deal with matters not normally dealt with or specifically referred to other Committees.  The passing of a resolution to make the Council eligible to exercise the General Power of Competence.  The appointment of the Clerk. |
| **Finance, Resources and General Purposes Committee** | | |
| **Area of work:** | The Finance, Resources and General Purposes Committee considers the financial, staffing and general policy aspects of the Council and Parish area. | |
| **Membership:** | 7 Councillors elected by the Council at the May Council meeting and replaced at other times as required, including the Mayor or Deputy Mayor. | |
| **Quorum:** | No less than three. | |
| **Chair & Vice Chair:** | Elected by the Committee at their first meeting following the May Council meeting and at other times as required. | |
| **Frequency of Meetings:** | Approximately six meetings per year. | |
| **Minute Taking:** | Normally by the Town Clerk, or if the Town Clerk is unavailable, a member of the Council staff or by a Committee member. | |

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| **Conditions:** | 1. The Council’s Standing Orders will apply to all meetings of the Committee 2. Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to Officers of the Council. 3. Meetings shall be open to the public unless the Committee resolves to exclude the Press and Public for specific items. 4. All members of the Committee will receive an agenda and supporting papers. All Members of the Council will receive an agenda only. 5. Notice of meetings will be posted in accordance with all meetings of the Council. |
| **Restrictions:** | 1. Only Members of the Committee may vote on agenda items. 2. Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairperson. 3. Non-Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct. |
| **Delegated Powers:**  Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee’s) delegated powers. The minutes will then record the decision as “RESOLVED”. If it is not, then the minutes will show the decision as “RECOMMENDED”, and will then be brought to the Council’s particular attention by the Chairperson of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee’s minutes. In any case where a Committee (or Sub) Chairperson and Vice Chairperson are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised. | |

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| **Responsibilities/Powers:**   1. To consider the annual draft budget and recommend the draft precept to Full Council. 2. The opening and closing of bank accounts and the transfer of funds between accounts. 3. To consider forward planning and provide earmarked reserves for the replacement of equipment, vehicles, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year. 4. Undertaking an annual review of all fees, charges and allowances. 5. To receive and approve all accounts and financial statements. 6. To seek grant aid and appropriate support in respect to the responsibilities of the Council. 7. Setting up accounting practices and systems. 8. To consider contracts/quotations and estimates for works. 9. Ensuring the Council is adequately insured, that this is reviewed annually and recommend accordingly. 10. Authorising subscriptions to organisations that are involved in local and national issues, which affect the work of the Council.   xi) To deal with electoral matters, casual vacancies and co-options, making recommendations to Full Council.  xii) To review the Council’s Asset Register on an Annual Basis.  xiii) To consider the Internal Audit Report and report findings and recommendations to Full Council.  xiv) To consider all grant applications received.  xv) To ensure that PAYE and NI payments are appropriately deducted from employee’s salaries and paid to HMRC as required by law.  xvi) To monitor financial risk and ensure that adequate financial risk management is in place.  xvii) To monitor risk management and ensure that health & safety requirements are met.  xviii) To be responsible for minor general matters brought to the attention of the Town Council.  xix) Submitting claims for the recovery of VAT.  xx) To authorise Councillors attendance at conferences, courses and meetings.  xxi) Recommending the borrowing of funds and making the appropriate Loan Sanction Applications.  xxii) Deal with personnel matters generally.  xxiii) To review the Council’s Financial Regulations on an annual basis.  xxiv) Dealing with matters specifically referred by the Council or any other Committee and matters that do not fall clearly within the responsibilities of the other committees.  xxv) Dealing with all matters relating to the general day-to-day administration of the Council.  xxvi) Dealing with all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff and making appropriate recommendations relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and any approved Local Conditions of Service  xxvii) To consider and respond to consultation documents when the appropriate scheduled Committee is not within the given timeframe to meet the deadline.  xxviii) To be responsible for dealing with all General Data Protection Regulation (GDPR) related matters.  xxix) Set all the charges and fees for the use of outdoor facilities including the cemetery.  xxx) The elected Chairperson to have responsibility to ensure that policies/procedures relevant to this committee are reviewed/updated in accordance with the meeting schedule. |

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| **Planning & Environment Committee** | |
| **Area of work:** | The Planning & Environment Committee considers the planning and environmental aspects of the Parish and immediate surrounding area. |
| **Membership:** | 7 Councillors elected on an annual basis by the Council at the Annual Meeting of the Town Council and replaced at other times as required, including the Mayor or Deputy Mayor. |
| **Quorum:** | No less than three. |
| **Chair & Vice Chair:** | Elected by the Committee at their first meeting following the May Council meeting and at other times as required. |
| **Frequency of Meetings:** | Approximately sixteen meetings per year. |
| **Minute Taking:** | Normally by the Town Clerk, or if the Town Clerk is unavailable, a member of the Council staff or by a Committee member. |
| **Conditions:** | 1. The Council’s Standing Orders will apply to all meetings of the Committee 2. Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to Officers of the Council. 3. Meetings shall be open to the public unless the Committee resolves to exclude the Press and Public for specific items. 4. All members of the Committee will receive an agenda and supporting papers. All Members of the Council will receive an agenda only. 5. Notice of meetings will be posted in accordance with all meetings of the Council. |
| **Restrictions:** | 1. Only Members of the Committee may vote on agenda items. 2. Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairperson. 3. Non-Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct. |
| **Delegated Powers:**  Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee’s) delegated powers. The minutes will then record the decision as “RESOLVED”. If it is not, then the minutes will show the decision as “RECOMMENDED”, and will then be brought to the Council’s particular attention by the Chairperson of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee’s minutes. In any case where a Committee (or Sub) Chairperson and Vice Chairperson are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised. | |
| **Responsibilities/Powers:**   1. To consider and formulate responses to applications made to Teignbridge District Council and Dartmoor National Park for planning permission relating to land and property within the parish or such applications deemed to have an impact on the parish e.g. Full, Outline, Tree Maintenance, Reserved Matters, Listed Buildings, Conservation Area issues, Advertisement Consent and Street Naming. 2. Consider and formulate responses to any proposals by the Local Planning Authority to make Tree Preservation Orders. 3. If it is considered that an application or other planning matter is controversial or of great importance to the Parish, the Committee may refer it to the next Full Council Meeting if time allows. 4. Consider responses to Government’s Planning Inspectorate and other appropriate bodies either in support or against planning and enforcement appeals made by the owners and developers of land and property and if considered appropriate, authorise the attendance of Members and/or Officers and the engagement of professional representation at Local Inquiries or Hearings into such appeals. 5. Consider and formulate responses to any proposals by other authorities/organisations with respect to the stopping up, diversion, maintenance or creation of public rights of way within the parish. 6. To deal with all matters relating to planning and environment, transport, public paths, highways, vehicle parking and traffic management, including disabled parking bay applications. 7. Consider and recommend responses to any proposals by Teignbridge District Council with respect to street naming within the parish. 8. Consider and respond to minor correspondence. 9. Make representations to any outside agency as deemed necessary in order to promote and encourage sustainable development within the Parish. 10. Make representation to Teignbridge District Council to secure Community Infrastructure Levy (CIL) funding where possible. 11. To seek to ensure that the general environment within the Parish is monitored, so far as is possible and to report to the appropriate authority any potential hazards, breaches, etc. 12. Have regard to Neighbourhood Planning and support community consultation through to referendum. 13. Consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts and related legislation. 14. Actively liaise with the relevant departments of Teignbridge District Council and Devon County Council in all matters related to the environment, planning and highway issues.   xv To establish and maintain liaison with outside bodies that have a planning or environment or infrastructure impact on the Parish.  xvi) To make any observations they deem necessary on any licensing application. The Planning Committee will also keep a watching brief on any licensing issue referring any concerns back to the Licensing Authority  xvii) To discuss and suggest courses of action relating to environmental issues and concerns.  xviii) To formulate and implement policies/bring forward proposals for a “Greener Bovey” e.g.:  - reduce carbon emissions increase planting of trees and shrubs and other “green infrastructure”  - reduce energy consumption and increase proportion of renewable energy  - reduce waste and increase public understanding of how to help towards this objective  xix) To take action with regard to any other planning or environmental issues not specified above.  xx) The elected Chairperson to have responsibility to ensure that policies/procedures relevant to this committee are reviewed/updated in accordance with the meeting schedule. | |

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| **Recreation, Parks and Property Committee** | |
| **Area of work:** | The Recreation, Parks and Property Committee will manage the Council’s asset portfolio and enhance the Parish’s parks and recreation facilities and services for the enjoyment and wellbeing of current and future residents. |
| **Membership:** | At least 7 Councillors elected by the Council at the May Council meeting and replaced at other times as required, including the Mayor or Deputy Mayor. |
| **Quorum:** | No less than three. |
| **Chair & Vice Chair:** | Elected by the Committee at their first meeting following the May Council meeting and at other times as required. |
| **Frequency of Meetings:** | Approximately six meetings per year. |
| **Minute Taking:** | Normally by the Town Clerk, or if the Town Clerk is unavailable, a member of the Council staff or by a Committee member. |

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| **Conditions:** | 1. The Council’s Standing Orders will apply to all meetings of the Committee 2. Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to Officers of the Council. 3. Meetings shall be open to the public unless the Committee resolves to exclude the Press and Public for specific items. 4. All members of the Committee will receive an agenda and supporting papers. All Members of the Council will receive an agenda only. 5. Notice of meetings will be posted in accordance with all meetings of the Council. |

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| **Restrictions:** | 1. Only Members of the Committee may vote on agenda items. 2. Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairperson. 3. Non-Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct. |

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| **Delegated Powers:**  Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee’s) delegated powers. The minutes will then record the decision as “RESOLVED”. If it is not, then the minutes will show the decision as “RECOMMENDED”, and will then be brought to the Council’s particular attention by the Chairperson of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee’s minutes. In any case where a Committee (or Sub) Chairperson and Vice Chairperson are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised. |

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| **Responsibilities/Powers:**   1. To have responsibility for the management, development and maintenance of equipped play areas (Recreation Ground & Mill Marsh Park) and for the effective management and maintenance of council owned assets. 2. To have responsibility for all the Parks, Cemetery, Public Toilets, Allotments and Open Spaces for which the Council has responsibility within the Parish. 3. To work with other agencies, both voluntary and statutory, to improve the range of recreational and leisure resources available to residents and visitors to the Parish. 4. To advise and inform Council with regard to parks and recreation issues as they arise or as referred to the committee for further examination. 5. To seek, from the Finance and General Purposes Committee, funding as required for any associated expenditure for improving leisure, and recreational and related provision. 6. oversee the Council owned spaces and assets and any associated maintenance or service contracts governing their operation. 7. undertake an on-going review of the provision of public parks and open spaces within the Parish to ensure that the needs of residents are met as far as possible. 8. liaise with and provide ongoing encouragement to community groups and agencies which provide recreation related programs and activities. 9. be consulted on and manage any changes to council property holdings. 10. Create and/or review bylaws, licences and leases, rental or other agreements in relation to land within the remit of the Committee, and make recommendations to Council. 11. review Health & Safety of all recreational activities under the control of the Council in relation to activities and land within the remit of the Committee. 12. appoint specialist consultants and contractors as may be required for the proper and efficient administration of the Council’s asset portfolio and to approve terms for such appointments. 13. commission site investigation, design and planning services as may be required to properly evaluate the potential of any of the Council’s asset portfolio. 14. manage the operation and maintenance of the cemetery, burial responsibilities and associated duties, consequential to Statutory or Council requirements. 15. Proactively support the development of events on open spaces and identify opportunities to hold events run and managed by 3rd party organisations. 16. Receive and consider applications for the use of the Council’s open spaces. 17. Consider the format of and continuance of Council run events. 18. Work in partnership with the Police and Community Officers to help to alleviate anti-social behaviour and vandalism in open spaces within the Parish. 19. Either directly or in partnership provide, maintain and replace street furniture including seating, litter bins and other street furniture as deemed appropriate. 20. To consider and respond to consultation documents when the appropriate scheduled Committee is not within the given timeframe to meet the deadline. 21. The elected Chairperson to have responsibility to ensure that policies/procedures relevant to this committee are reviewed/updated in accordance with the meeting schedule. |

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| **Personnel Committee** | |
| **Area of work:** | To make decisions about all staffing matters, subject to budget and expenditure limits set by the Council and to ensure that the Council manages its employees effectively and discharges its full obligations under employment law. |
| **Membership:** | Three Councillors appointed by the Council at the May Council meeting and replaced at other times as required. |
| **Quorum:** | No less than three. |
| **Chair & Vice Chair:** | Elected by the Committee at their first meeting following the May Council meeting and at other times as required. |
| **Frequency of Meetings:** | At least twice per year. |
| **Minute Taking:** | Normally by the Town Clerk, or if the Town Clerk is unavailable, a member of the Council staff or by a Committee member.  Any decisions taken or recommendations to Full Council agreed by this group or recommendations should be set out in writing and forwarded by the Group Chair to the Clerk as soon as possible after each meeting. |

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| **Conditions:** | 1. The Council’s Standing Orders will apply to all meetings of the Committee 2. Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to Officers of the Council. 3. Meetings shall be open to the public unless the Committee resolves to exclude the Press and Public for specific items. 4. All members of the Committee will receive an agenda and supporting papers. All Members of the Council will receive an agenda only. 5. Notice of meetings will be posted in accordance with all meetings of the Council. |

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| **Restrictions:** | 1. Only Members of the Committee may vote on agenda items. 2. Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairperson. 3. Non-Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct. 4. Non-Members of the Committee have no more rights at Committee meetings than members of the public. |

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| **Responsibilities/Powers:**   * 1. To appoint staff as required to carry out the decisions and functions of the Town Council.   **Power: Committee to have the power to resolve the appointment of all staff EXCEPT the appointment of a Town Clerk, which, by recommendation of this Committee, must be approved by Full Council.**   * 1. To deal with all employee issues   **Power: Committee to have the power to resolve.**   * 1. To investigate complaints about council administration and procedures.   **Power: Committee to have the power to resolve the outcome of a complaint. Committee to have the power to refer a complaint to the Town Council if necessary.**   * 1. To investigate complaints about Council employees if referred by the Town Council.   **Power: Committee to have the power to resolve the outcome of a complaint.**   * 1. To consider and approve the Town Clerk’s Performance Review.   **Power: Committee to have the power to approve.**   * 1. To review contracts of employment and employment policies.   **Power: Committee to have the power to approve.**   * 1. To appoint staff as required to carry out the decisions and functions of the Town Council.   **Power: Committee to have the power to resolve the appointment** |

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| **Appeals Committee** | |
| **Area of work:** | As set out in the Council’s Grievance and Disciplinary Procedures, each set up ad hoc to hear a specific appeal. |
| **Membership:** | Three Councillors (Chairs of RP&P, FR&GP and Planning or Vice Chairs if necessary) plus the Town Mayor/Council Chairperson who have not previously dealt with the subject of the appeal or are members on the Personnel Committee. |
| **Quorum:** | No less than three. |
| **Chair & Vice Chair:** | Elected by the Committee at their first meeting following the May Council meeting and at other times as required. |
| **Frequency of Meetings:** | As Grievance and Disciplinary matters require. |
| **Minute Taking:** | Normally by the Town Clerk, or if the Town Clerk is unavailable, a member of the Council staff or by a Committee member.  Any decisions taken or recommendations to Full Council agreed by this group or recommendations should be set out in writing and forwarded by the Group Chair to the Clerk as soon as possible after each meeting. |
| **Tasks and Delegated Powers:** | To consider any appeal against a grievance or disciplinary decision as set out in the Council’s Grievance and Disciplinary Procedures. |

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| **Conditions:** | 1. The Council’s Standing Orders will apply to all meetings of the Committee 2. Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to Officers of the Council. 3. Meetings shall be open to the public unless the Committee resolves to exclude the Press and Public for specific items. 4. All members of the Committee will receive an agenda and supporting papers. All Members of the Council will receive an agenda only. 5. Notice of meetings will be posted in accordance with all meetings of the Council. |

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| **Restrictions:** | 1. Only Members of the Committee may vote on agenda items. 2. Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairperson. 3. Non-Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct. 4. Non-Members of the Committee have no more rights at Committee meetings than members of the public. |

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| **Delegated Powers:**  Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee’s) delegated powers. The minutes will then record the decision as “RESOLVED”. If it is not, then the minutes will show the decision as “RECOMMENDED”, and will then be brought to the Council’s particular attention by the Chairperson of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee’s minutes. In any case where a Committee (or Sub) Chairperson and Vice Chairperson are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised. |

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| **Responsibilities/Powers:**   * 1. To determine whether any appeal made by a member of staff under any of the Council’s personnel policies are valid.   **Power: Committee to have the authority to determine any appeal.**   * 1. To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment Policies   **Power: Committee to have the authority to determine the appeal under the appropriate procedure.**  **NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing. Only Council may uphold a decision to dismiss the Town Clerk**   * 1. To determine any appeals under the Council’s Complaint Procedure which is delegated to it.   **Power: Committee to determine the appeal under the Procedure.**  **(NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.)**  **Committee to make redress up to the value of £500**  **Town Clerk to make redress up to the value of £200** |