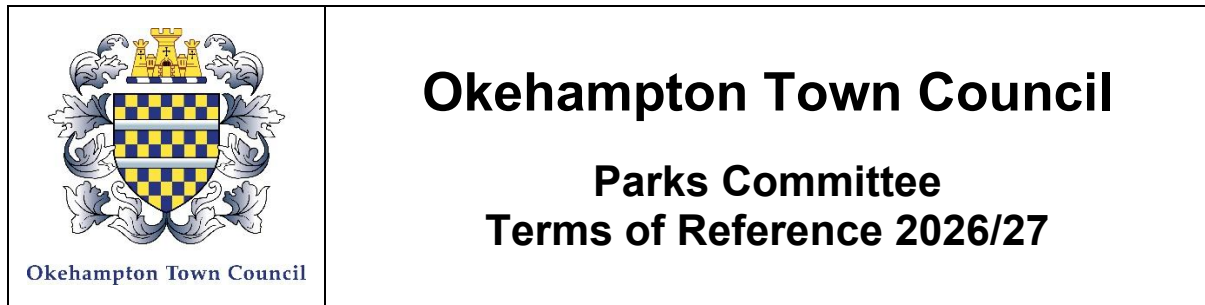


Okehampton Town Council

Terms of Reference 2026/27

Parks Committee	1
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Responsibilities

To carry out the Council's responsibilities for the following:

- i. The provision of grounds maintenance services for:
 - a. Simmons Park, Kempley Meadows, Platt's Meadow, Putting Green;
 - b. Simmons Park car park and approach road;
 - c. Skate Park/BMX Track; Clapps Wood, Fairplace, land behind Lidl, grass verge at West Bridge, and all land in the ownership/responsibility of Okehampton Town Council (except the footprint of the Town Hall, Charter Hall, Cinema, Lower Market Hall and Public Toilets at Fairplace and in Market Street)
 - d. Land owned by others including the raised flower bed and seating area in New Road, the Gateway Mural area at the junction of East Street and Crediton Road and the planted area off the roundabout in School Way
 - e. Cutting of the grass in the open Church owned Graveyard, adjacent to All Saints Church (no other responsibility for this service/facility); and
 - f. Some wayside seats and
- ii. The provision of grounds maintenance services within the Council owned Cemetery adjacent to All Saints Church, and any other council cemetery, and to act as Burial Authority for all burials and interments, including cremated remains, within the cemetery.
- iii. Roofed structures within Simmons Park, including shelters and the Parks Office and Workshop, and in other locations that are the responsibility of the Council fall within the remit of the Property Committee

Budget

To have authority for spending within the allocated budget.

Fees

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses relevant to the business of the Council.



Okehampton Town Council

Okehampton Town Council

Planning Committee Terms of Reference 2026/27

Responsibilities

To carry out the Council's responsibilities for the following areas:

1. All matters relating to planning and to licensing of premises to serve and/or sell alcohol or food.
2. That a member of the Committee attends on its behalf any meeting called by WDBC's Development and Licencing Committee in relation to planning or licencing applications that have been called-in for consideration, and on which the Committee has submitted a response. In the event that attendance cannot be resolved at a meeting due to timescales, priority will be given as follows by the Clerk/Assistant Clerk:
 - i. Chairman
 - ii. Vice-Chairman
 - iii. Committee Member
3. Matters relating to highways issues

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses relevant to the business of the council.



Okehampton Town Council

Okehampton Town Council

Property Committee Terms of Reference 2026/27

Responsibilities

To carry out the Council's responsibilities for the following areas:

- a) Town Hall
- b) Charter Hall
- c) Market Hall (external fabric only)
- d) Lower Market Hall
- e) Public Toilets at Fairplace, and Market Street
- f) Jim the Walker Statue (Park Row/St James Street Junction)
- g) Roofed structures within Simmons Park and other locations that are the responsibility of the council

Fees

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.

Budget

To have authority for spending within the allocated budget.

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses relevant to the business of the council

Sale of Alcohol, Charter Hall

To act as the Charter Hall Management Committee in relation to the sale of alcohol in the premises during events. The Chairman of the Property Committee and Facilities Officer, having delegated authority to approve requests. In the event of the absence of either, the Vice-Chairman and/or Town Clerk having authority to approve the requests. All such bookings will be reported to the Property Committee at scheduled meetings.



Okehampton Town Council

Okehampton Town Council

Policy & Resources Committee Terms of Reference 2026/27

Membership

The core constitution of the Policy & Resources Committee shall be the Mayor, the Chair of each of the Council's Committees and any other Members as nominated by the Council.

Whilst attendance at meetings of the Committee is open to all Members only those nominated to sit on the Committee can take part and vote on any matters and Part 2 Staffing items of business will be restricted to those Members serving on the Committee. Any Members who are related to a member of staff will be required to leave for Part 2 items of business that relate to any employee.

Responsibilities

To carry out the Council's responsibilities for the following areas:

- i. **Budget:** To recommend to the Council the budgetary framework - the allocation of finances to different services and projects, proposed contingency and ear-marked funds, setting the Council's precept and decisions relating to the control of the Council's borrowing requirements, the control of its capital expenditure and the setting of virement limits.
- ii. **Financial Services:** To exercise general supervision and control over the finances of the Council; account(s), banking, investment, accounting and auditing arrangements; the raising of loans and the general insurances of the Council.
- iii. **Information Technology:** To oversee the effective and efficient use of IT throughout the Council and to be responsible for data protection.
- iv. **Land Transactions:** To determine land transactions in respect of land within the remit of the committee and within budgetary parameters.
- v. **Personnel:** The management of the personnel function and all aspects of personnel management as is necessary, and to consider any recommendations made by the Personnel Sub-Committee including the appointment of members of staff apart from the Town Clerk in which case recommendation will be made to full Council.
- vi. **Risk Management:** To implement the Council's Risk Management Strategy and create a risk management culture, utilising the authority's resources as effectively and efficiently as possible, to reduce the total cost of risk.
- vii. **Support Services:** To exercise general supervision of support services in an effective and efficient manner.
- viii. **Community Safety, Civil Defence and Emergency Planning:** To exercise the Council's functions in relation to civil defence, emergency planning and community safety.
- ix. **CCTV:** To be responsible for the maintenance and management of the CCTV system.
- x. **Youth Council:** To be responsible for communication and management of the Youth Council
- xi. **Events:** To be responsible for arrangements for Civic and other events that the Council arranges or is involved in.
- xii. **Grants:** To manage the Council's Grant schemes including determination of award of funds.

Budget

To have authority for spending within the allocated budget.

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses

Fees

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.



Okehampton Town Council

Okehampton Town Council

Personnel Sub-Committee Terms of Reference 2026/27

The Personnel Sub-Committee is a sub-committee of Okehampton Town Council's ('the Council') Policy & Resources Committee (P&R).

Membership

The core constitution of the Personnel Sub-Committee shall be the Mayor, and the Chair of each of the Council's Committees.

The Chairman of the Committee shall be chosen from the Members serving on the Committee, excluding the Mayor. Attendance at meetings of the Sub-Committee will be strictly limited to those Members serving on the Committee.

Any Members who are related to a member of staff must leave if confidential matters relating to any employee are to be considered'.

In accordance with Standing Order 19d, in the event that the Mayor and Chairman of the P&R Committee are related* to each other and/or the Chairman of the Personnel Sub-Committee the following will apply:

- i) In the event that the Mayor and Chairman of Policy & Resources Committee are related, the Clerk's Line Managers will be the Mayor and Vice- Chairman of Policy & Resources Committee. The Vice-Chairman of Policy & Resources Committee will take the place of the Chairman on the Personnel Sub-Committee.
- ii) In the event that two Committee Chairmen are related, only one will be a member of the Personnel Sub-Committee, being the Chairman of Policy & Resources Committee if relevant, or as agreed by Full Council, the other being replaced by the relevant Committee Vice-Chairman.

* In this instance 'related' means – spouse, civil partner, parent, child, brother or sister.

Purpose

This committee is appointed to make recommendations about staffing matters to the P&R Committee, for ratification by either that Committee or the Full Council, as set out in the Terms of Reference of the P&R Committee, and may make resolutions as set out in relevant staffing related policies.

Responsibilities

1. To oversee the recruitment and appointment of staff and make recommendation of appointment to the P&R Committee apart from that of the Town Clerk for which the P&R Committee should make recommendation to full Council.
2. To arrange new employment contracts and changes to contracts.

3. To oversee any process which could lead to the dismissal of staff (including redundancy)
4. To consider any appeal against a decision in respect of pay and make recommendation to the P&R Committee.
5. To consider any process, including appeal from a member of staff regarding a grievance or disciplinary matter and make resolutions in accordance with the relevant policies
6. To supervise and performance manage the Clerk's work, and handle grievance and disciplinary matters, and pay disputes arising from the Clerk in accordance with relevant policies.

Reporting

The Committee shall report to meetings of the P&R Committee as and when necessary.