



EAST GRINSTEAD TOWN COUNCIL

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TERMS OF REFERENCE – STANDING COMMITTEES

Subject to Standing Order 4, and to observance of decisions of the Council on matters of principle or policy, Council's powers and duties shall be delegated to standing committees in accordance with the following terms of reference unless otherwise specified.

- Creation and appointment of working parties.
- Appointment of non-councillor members to working parties where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of councillors.
- Where acts and proceedings are delegated to the committee, so far as is legally permissible these will be deemed the acts and proceedings of the Council.
- Regarding other matters, these will be subject to confirmation by Council and when confirmed, shall be deemed the acts and proceedings of the Council.
- In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.
- The Council may at any time without prejudice to executive action already taken, revoke any executive power delegated to a Committee.

The Town Council will appoint the following committees with the composition, quorum, role and functions indicated.

Environmental and Sustainable Travel Committee

This Committee leads and proposes environmental and sustainability projects, seeks funding, promotes active travel and connectivity improvements, advises on planning and policy related to carbon reduction.

The Committee will comprise five or more members. The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.

The Committee shall undertake the following role and functions:

- The Committee will propose, design and lead on projects from the Environment Plan (approved by F&GP 26.9.2022) and recommend new projects for inclusion.
- Suggest funding streams to assist the Council with their environmental plan and to reduce the carbon footprint of the Council.
- Investigate and promote improvements to connectivity around the town, working alongside MSDC and WSCC specifically with the LCWIP (Local Cycling and Walking

Infrastructure Plan) in order to reduce congestion, air pollution and carbon emissions and improve safety within the parish.

- Suggest observations regarding new developments and safe and active travel to the planning committee and suggest policy inclusions or revisions for the review of the neighbourhood plan.
- Support the Council's vision for delivery of a fully inclusive Bike Week and other active travel initiatives.
- Access environmental and sustainable project allocation in the budget for agreed schemes.

Planning Committee

The committee is responsible for planning consultations, appeals, licensing, street naming and monitoring the District and Neighbourhood Plans incorporating suggestions for policy updates.

The Committee will comprise five or more members. The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.

The Committee shall undertake the following role and functions:

- To make any representations to the Local Planning Authority on any application referred to the Town Council and/or on any other planning matter that affects the parish.
- The making of representations in respect of appeals against the refusal of planning permission.
- The making of representations in respect of Licensing applications.
- The making of recommendations regarding street naming.
- To consider and monitor the Neighbourhood Plan and other development plans and the making of all appropriate representations.
- Allow delegated authority to respond to planning applications when an extension of time is not granted, following consultation between the Town Clerk and Chair of the Planning Committee.
- Access planning budget allocations for agreed spending.

Finance and General Purposes Committee

The committee oversees the day-to-day administration of the Council, managing finances, monitoring the budget and reserves, HR matters, tracking delivery of the Council Business Plan and addressing matters referred by other committees.

The Committee will comprise five or more members, including the Chair of each other committee. The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.

The Committee shall undertake the following role and functions:

- Dealing with all matters relating to the general day to day administration of the Council.
- Monitoring income and expenditure and making any recommendations to Council.
- Consideration of the annual budget requests of all Standing Committees for recommendation to Council to set the annual budget and precept.
- To review and approve grant applications and donations.
- To incur and authorise expenditure not otherwise delegated to another Committee or employee.
- To consider the annual audit report for referral to the full Council.
- To manage reserves and investments.
- To manage banking arrangements.
- To implement and track the Business Plan with regular monitoring and reviews.
- Acting as lead committee in respect of any partnership initiative of a corporate nature with the principal local authorities for the area including, as appropriate, the development of Joint Partnership Committees, matters relating to devolution and recommendations on terms of reference and constitutional matters.
- Dealing with matters specifically referred by the Council or any other standing committee and with all matters not specifically referred or delegated to any other standing committee.

Public Services Committee

This Committee represents the town's interests to relevant authorities on highways, public transport, healthcare, policing, licensing, and other community infrastructure matters, while also receiving updates on local community issues.

The Committee will comprise five or more members.

The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.

The Committee shall undertake the following role and functions:

- The making of representations to the appropriate authority in respect of highway matters, public transport services, health care/services and policing matters.
- The making of representations to Mid Sussex District Council regarding Public Entertainment Licensing and Licensed Premises generally.
- The receiving of a report from the Community & Tourism Manager in respect of community matters.
- All other matters which are the responsibility of third-party agencies and directly affect the town's basic infrastructure.

Amenities & Tourism Committee

This Committee manages and maintains the Council's leisure facilities, street furniture, allotments, and cemeteries, oversees promotional events and publications, coordinates community safety and tourism initiatives, and recommends budgets for amenities and projects.

The Committee will comprise five or more members.

The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.

The Committee shall undertake the following role and functions:

- Management of the provision and maintenance of The Old Court House, East Court Mansion and grounds, Meridian Hall, Sunnyside Barn and the maintenance and management of any other land holdings and/or buildings of a leisure nature in the ownership of the Council.
- To make recommendations on an annual basis to the Finance and General Purpose Committee on rents and charges, to include hire facilities and cemetery services.
- Management of the provision and maintenance of street furniture and Council public owned facilities including public clock, war memorials, water fountain, public seats, bus shelters, public notice boards, salt and grit bins.
- Management of the provision and maintenance of allotments and cemeteries.
- Co-ordination and direction of Council's promotional events.
- Publication and updating of the official Town Guide, Town Map and other publications relevant to the work of the Committee.
- Management of the provision and maintenance of all street and footway lighting in the ownership of the Council.
- Co-ordination of any Council community safety initiatives including the local provision of CCTV.
- The facilitation of tourism initiatives and the provision of tourist information facilities for the town in liaison as appropriate with other local authorities.
- Access amenities and tourism budget allocations for agreed business as usual and project schemes.

Working Groups

The following working groups have been agreed for 2025/26. A terms of reference must be created for each working group.

Consultation Group – report to F&GP Committee:

Chair and Vice Chair F&GP

Chair of Planning

Chair of the relevant committee

Cllr Mockford

Town Clerk

Neighbourhood Plan Review Group – report to F&GP Committee:

Chair and Vice Chair F&GP

Chair and Vice Chair Planning

Cllr Gibson

Town Clerk

Personnel Sub Committee – report to F&GP Committee:

Chair and Vice Chair F&GP

Town Mayor

Town Clerk

Budget 2025/26 Working Group – report to all Committees:

Chair and Vice Chair of F&GP

Deputy Town Mayor

Cllr Barnett

Town Clerk

Responsible Financial Officer

Shared Surfaces Working Group – report to E&ST Committee:

Chair and Vice Chair of E&ST

Cllr Whittaker

Cllr Gibson

Mr Grahame Russell (EGBA)

Mr Charlie Martell (EGBA)

Town Clerk/Deputy Clerk

Devolution Working Group – report to F&GP Committee:

Cllr Barnett

Cllr M Belsey

Cllr Farren

Cllr Mockford

Cllr Peacock

Cllr Reeves

Cllr Visser

Cllr Whittaker

Business Plan Working Group – report to F&GP Committee:

Cllr J Belsey

Cllr Gibbs

Cllr Gibson

Cllr Godwin

Cllr Hughes

Cllr Ody

Cllr Pond

Cllr Scott