



# East Grinstead Town Council

## Terms of Reference

### Standing Committees & Working Groups

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Issue Number	Date	Details of Amendments
1	16.4.2025	Draft
2	7.5.2026	New committee structure & updated working groups

# 1. Introduction

1.1 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.
- Places on each Committee will be allocated in proportion to the numbers of seats held by the various parties or independents as a group at any time, rounded to the nearest equivalent.
- The Chairman and Vice-Chairman of the Committee shall be ex-officio members of every sub-committee or working party appointed by the Committee, unless they signify in writing to the Town Clerk that they do not wish to serve.

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

1.3 The Mayor and Deputy Mayor shall be ex-officio members of all standing committees.

1.4 All the Council's powers and duties shall be delegated to the Standing Committees in accordance with the Terms of Reference, subject to the following exceptions:

- The power of raising loans and setting the precept.
- The power of incurring capital expenditure not specifically included in the Council's approved estimates of expenditure for the time being.

- The appointment or co-option to a Committee or Sub-Committee of a person who is not a member of the Council or of a Committee.
- Standing Orders and the functions and constitution of Committees and Sub-Committees.
- Meeting dates of the Council.
- Appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the Council year.
- Filling of vacancies occurring on any Committee of the Council during the Council year.
- The appointment or dismissal of the Town Clerk.

## **2. Estates & Environment (E&E) Committee**

- 2.1 The Committee will comprise five or more members.
- 2.2 The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.
- 2.3 The committee is responsible for the management, maintenance, and improvement of all council-owned properties, cemeteries and public amenities. It oversees environmental initiatives, explores ways to enhance town connectivity, and leads projects that strengthen the Council's assets, promote sustainability, and reduces its carbon footprint.
- 2.4 The Committee shall undertake the following role and functions:
- 2.4.1 Responsibility for the provision and maintenance of The Old Court House, East Court Mansion and grounds, Meridian Hall, Sunnyside Barn, property at Mount Noddy and the maintenance and management of any other land holdings and/or buildings of a leisure nature in the ownership of the Council, including East Court play area and Turners Hill Recreation Ground.
- 2.4.2 Responsibility for setting all rents and charges, to include hire facilities and cemetery services, on an annual basis.
- 2.4.3 Responsibility for the provision and maintenance of street furniture and Council-owned public facilities including but not limited to public clocks, war memorials, water fountain, public seats, public toilets, bus shelters, public notice boards, hanging baskets, Christmas Lights, salt & grit bins and trees.
- 2.4.4 Responsibility for the provision, management and maintenance of cemeteries and allotments.

- 2.4.5 Responsibility for the provision and maintenance of all street and footpath lighting in the ownership of the Council.
- 2.4.6 Responsibility for Council-owned CCTV.
- 2.4.7 Responsibility for management of all banner installations.
- 2.4.8 Support projects that seek to reduce the carbon footprint of the Council and town, and improve the environment.
- 2.4.9 Responsibility for projects identified within the business plan and recommend new projects for inclusion.
- 2.4.10 Co-ordination with WSCC and MSDC in working towards improving connectivity around the town, including the LCWIP (Local Cycling and Walking Infrastructure Plan) to promote active travel and help reduce congestion, air pollution, carbon emissions while improving safety across the town.
- 2.4.11 The Committee may approve expenditure within its approved budget and may reallocate funds between its own budget lines.
- 2.4.12 Any expenditure outside the Committee's budget, or any transfer of funds from another Committee's budget, requires prior approval from the Finance & General Purposes Committee or Full Council.
- 2.4.13 All expenditure must comply with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

### **3. Planning Committee**

- 3.1 The Committee will comprise five or more members.
- 3.2 The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.
- 3.3 The committee is responsible for planning consultations, appeals, licensing, street naming and monitoring the District and Neighbourhood Plans incorporating suggestions for policy updates regarding safe travel.
- 3.4 The Committee shall undertake the following role and functions:
  - 3.4.1 To make representations to the Local Planning Authority on any application referred to the Town Council and/or on any other planning matter that affects the town.
  - 3.4.2 The making of representations in respect of appeals against the refusal of planning permission.
  - 3.4.3 The making of representations in respect of all Public Entertainment Licensing and Licensing applications generally to MSDC.

- 3.4.4 The making of recommendations regarding street naming.
- 3.4.5 To consider and monitor the Neighbourhood Plan & District Plan and any other development plans, making of all appropriate representations.
- 3.4.6 To permit delegated authority to submit representations on planning applications where it is not practicable to convene a Planning Committee meeting within the statutory consultation period (including where a meeting has been cancelled) and an extension of time is not granted, following consultation between the Town Clerk and the Chair of the Planning Committee.
- 3.4.7 To permit delegated authority to submit representations on planning applications as per the Planning Application Policy adopted on 7th April 2026.
- 3.4.8 Suggest observations regarding planning applications for new developments and safe & active travel including policy updates or revisions relating to the neighbourhood plan.
- 3.4.9 All other matters which are the responsibility of third-party agencies and directly affect the town's basic infrastructure.
- 3.4.10 The Committee may approve expenditure within its approved budget and may reallocate funds between its own budget lines.
- 3.4.11 Any expenditure outside the Committee's budget, or any transfer of funds from another Committee's budget, requires prior approval from the Finance & General Purposes Committee or Full Council.
- 3.4.12 All expenditure must comply with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

## **4. Finance and General Purpose (F&GP) Committee**

- 4.1 The Committee will comprise five or more members.
- 4.2 The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.
- 4.3 The committee oversees the day-to-day administration of the Council, managing finances, monitoring the budget and reserves, tracking delivery of the Council Business Plan and addressing matters referred by other committees.
- 4.4 The Committee shall undertake the following role and functions:
  - 4.4.1 To review all matters relating to general day to day administration of the Council including provision of IT.
  - 4.4.2 Monitor income and expenditure and make any recommendations to Council.

- 4.4.3 Consideration of the annual budget requests of all Standing Committees for recommendation to Council to set the annual budget and precept.
- 4.4.4 To review and approve grant applications and donations.
- 4.4.5 To incur and authorise expenditure not otherwise delegated to another Committee or employee.
- 4.4.6 To consider the annual audit report for referral to the full Council
- 4.4.7 To oversee reserves and investments.
- 4.4.8 To oversee banking arrangements.
- 4.4.9 To implement and track the Council Business Plan with regular monitoring and reviews.
- 4.4.10 To receive and make representations to the appropriate authority in respect of highway matters, public transport services and health care/services.
- 4.4.11 To consider and respond to any consultation received at the Council, as agreed.
- 4.4.12 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.
- 4.4.13 Dealing with matters specifically referred by Council or any other Standing Committee and with all matters not specially referred or delegated to any other Standing Committee.
- 4.4.14 All expenditure must comply with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

## **5. Community & Tourism (C&T) Committee**

- 5.1 The Committee will comprise five or more members.
- 5.2 The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.
- 5.3 The committee oversees management of events, tourism initiatives and related budgets, events and town publications, addressing community and infrastructure matters and liaison with third-party agencies and supporting the Town Improvement Plan working group and other relevant projects.
- 5.4 The Committee shall undertake the following role and functions:

- 5.4.1 Direction and oversight of Council's annual and promotional events programme.
- 5.4.2 Publication and updating of the official Town Guide, Town Map and other relevant publications.
- 5.4.3 Facilitating tourism initiatives and providing tourist information services for the town, in liaison where appropriate with other local authorities.
- 5.4.4 Responsibility for the Speed Indicator Devices (SIDs).
- 5.4.5 Provision of Youth Services.
- 5.4.6 To support the Town Improvement Plan working group.
- 5.4.7 Responsibility for projects identified within the business plan and recommend new projects for inclusion.
- 5.4.8 The Committee may approve expenditure within its approved budget and may reallocate funds between its own budget lines.
- 5.4.9 Any expenditure outside the Committee's budget, or any transfer of funds from another Committee's budget, requires prior approval from the Finance & General Purposes Committee or Full Council.
- 5.4.10 All expenditure must comply with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

## **6. Human Resources (HR) Committee**

- 6.1 The Committee will comprise of four Members.
- 6.2 The quorum of the Committee shall be one third of committee members with a minimum three members.
- 6.3 This committee shall consider all policy aspects of human resources and personnel including policies, appraisals, employment issues and conditions of service, providing oversight and support for the Town Clerk and other staff.
- 6.4 The Committee shall undertake the following role and functions:
  - 6.4.1 To determine the Council's policy on welfare, remuneration, recruitment, training, qualifications, health and safety and other conditions of service for all employees.
  - 6.4.2 To issue, vary and terminate employment contracts, where not delegated to the Town Clerk.
  - 6.4.3 To determine and approve the establishment and grading of employees for the administration of the Council and such establishments or Council facilities where not delegated to the Town Clerk.

- 6.4.4 To appoint committees as appropriate to deal with the two stages of any statutory disciplinary action (instigated by the employer) or grievance action brought by employees.
- 6.4.5 To consider all aspects of employment law, including associated statutes and regulations.
- 6.4.6 To review and if necessary, oversee any negotiations on pay and conditions including local conditions as laid down in the staff handbook annually.
- 6.4.7 To implement, review, monitor and revise policies for employees.
- 6.4.8 To undertake line management responsibility for the Town Clerk, including review of the job description to ensure it reflects the requirements of the role.
- 6.4.9 To oversee any process leading to dismissal of employees (including redundancy), where not delegated to the Town Clerk.
- 6.4.10 To be aware of sources of expert advice on employment matters and to ensure that the Council uses such sources when there is any doubt about good employment practice.
- 6.4.11 The HR Committee is authorised to make binding decisions on behalf of the Town Council with regards to all aspects of the above functions provided that in all cases the meeting is quorate.
- 6.4.12 To consider updates to staff handbook, where not delegated to the Town Clerk.
- 6.4.13 The Committee may approve expenditure within its approved budget and may reallocate funds between its own budget lines.
- 6.4.14 Any expenditure outside the Committee's budget, or any transfer of funds from another Committee's budget, requires prior approval from the Finance & General Purposes Committee or Full Council.
- 6.4.15 All expenditure must comply with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

## **7. Working Groups**

7.1 The following working groups have been agreed for 2026/27. A terms of reference must be created for each working group.

### **7.2 Consultation Group – Reports to F&GP Committee**

- Chair and Vice Chair F&GP
- Mayor

- Chair of the relevant committee
- Cllr Mockford
- Town Clerk

7.3 **Budget Working Group** – Reports to F&GP Committee

- Chair and Vice Chair F&GP
- Deputy Town Mayor
- Cllr Barnett or Cllr Mockford
- Town Clerk and RFO

7.4 **Devolution Working Group** – Reports to F&GP Committee

- Cllr Barnett
- Cllr M Belsey
- Cllr Farren
- Cllr Mockford
- Cllr Peacock
- Cllr Reeves
- Cllr Visser
- Cllr Whittaker
- Town Clerk and Deputy Town Clerk

7.5 **Business Plan Working Group** – Reports to F&GP Committee

- Cllr J Belsey
- Cllr Gibbs
- Cllr Gibson
- Cllr Godwin
- Cllr Hughes
- Cllr Ody

- Cllr Pond
- Cllr Scott
- Town Clerk and Deputy Town Clerk

7.6 **Planning & Economic Development** – Reports to F&GP Committee

- Chair and Vice Chair of F&GP
- Chair of Planning
- Cllr Gibson
- Town Clerk

**Reviewed:** 7<sup>th</sup> May 2026