

TERMS OF REFERENCE DOCUMENT



Committee: **Economic Development & General Purposes (EDGP)**

Date of Inception: _____

Current Status			
Version	3.0	Approving Body	Full Council
Date	07.06.2016	Date of Approval	06/07/2016
Responsible Officer	Town Clerk	Minute Reference	116/16 (B)(1)
Oversight Committee	EDGP	Review Date	

Version History			
Date	Version	Author/Editor	Comments
07.08.13	1.0	EDGP Committee	Adopted by Full Council
11.06.15	2.0	Town Clerk	Draft pre-committee
07.06.16	3.0	Town Clerk	Annual Review

Review Record				
Date	Type of Review Conducted	Stage Completed	Summary of Actions Taken or Decisions Made	Completed By
11.06.2015	Annual Review	Yes	Update	Town Clerk
07.06.2016	Annual Review		Update	Town Clerk

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1.0 Membership

Membership of this committee is to be re-elected annually at the Annual Meeting of the Town Council.

- 1.1 The EDGP Committee to consist of eight members of the Council (wherever possible all genders should be represented).
- 1.2 The Committee Chairman and Vice Chairman are to be elected annually by the EDGP Committee at the first meeting after the Annual Council Meeting of Newquay Town Council and shall hold office until the next Annual Council meeting.

2.0 Aims

To provide effective, efficient and professional management of all Economic Development projects and Town Council core services to improve, enhance and protect Newquay visitors, traders and residents.

3.0 Objectives

To boost the general Economic Development of Newquay, including the provision and support of new and existing core services and strategic offers on behalf of Full Council to enhance the area, increase activity and ensure as far as possible the safety within the Town.

4.0 Meetings

- 4.1 The committee shall meet a minimum of 4 times in a Municipal year, on the second Tuesday after a Full Council meeting in each quarter (meetings will not normally be held in May, August and December), with Special meetings being called as required by the Town Clerk, through normal procedures defined in Standing Orders.
- 4.2 Members will be summoned to attend meeting which will be held in the Council Offices and a Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- 4.3 The Town Clerk may attend any meeting to offer advice, guidance and support.

5.0 Documentation

- 5.1 The minutes of all meetings shall be recorded by an officer of Newquay Town Council, scheduled by the Town Clerk and circulated at Full Council meetings of Newquay Town Council.
- 5.2 All resolutions and recommendations to Full Council shall be recorded in the minutes of the meetings.

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6.0 Accountability

- 6.1 The EDGP Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council and may require another committee's input before a decision is made by Full Council or another responsible committee.
- 6.2 In some circumstances, officers have delegated powers to act on behalf of both the committee and Full Council under a separate Scheme of Delegation.

7.0 Scope

The EDGP Committee have delegated powers from Full Council to:

- 7.1 make decisions and project manage any Newquay Town Council initiatives which fall within the budget of this committee.
- 7.2 spend up to its annual budget, without the requirement to go back to Full Council for approval; subject to such spends falling within the remit of Tourism and Leisure and are EDGP committee projects, budgeted for in-line with Financial Regulation 3.1.
- 7.3 establish an Annual Committee Budget for approval by Full Council no later than November each year in-line with Financial Regulation 3.1.
- 7.4 consider and make relevant decisions on any matter referred to it by Full Council.
- 7.5 appoint Sub-Committees and Working Parties which shall report to it in accordance and within the scope of Standing Orders 4.a. – 4.d.(vi.) inclusive.
- 7.6 accept and set the terms of reference of any EDGP Sub-Committee or EDGP Working Party which it sets up, but the terms of reference must adhere to the EDGP Committee's remit and terms of reference.
- 7.7 consider and investigate sources of external funding (including grants) for Economic Development or related wider projects, but should always involve the Finance and Policy Committee unless there is not enough time for the Finance and Policy committee to feed in or handle the application, and no other committee has the responsibility for the initiative which funding is being applied for.

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- 7.8 recommend to Finance and Policy having its unspent budgets (if applicable) placed within a EDGP Committee contingency reserve in accordance with Financial Regulation 3.3. Such a contingency would be controlled by the EDGP Committee, but would be subject to getting spending approval from Full Council in accordance with Financial Regulation 3.4.
- 7.9 to handle, fund or support the following initiatives as per its budget for 2016-17:
- 7.9.1 *CCTV and Community Safety Consultations and Projects*
 - 7.9.2 *External Decorative and Festive Lighting*
 - 7.9.3 *Event banner installations utilising Town Council catenaries*
 - 7.9.4 *Public Toilets (including temporary toilet provisions)*
 - 7.9.5 *Post Office Forecourt and Fountain*
 - 7.9.6 *Youth Initiatives agreed by Full Council including a Youth Council*
 - 7.9.7 *Street Safe Initiative*
 - 7.9.8 *Youth Angling Club*
 - 7.9.9 *Homelessness Projects and Consultations*
- 7.10 determine and keep under review the range and scale of CCTV coverage, but must always consult and obtain prior agreement from both the Staffing Committee and Town Clerk should any proposed changes or re-structures affect CCTV monitoring staff.
- 7.11 determine and keep under review the range and scale of Public Toilets, but must always consult and obtain prior agreement from the Staffing Committee and Town Clerk should any proposed changes or re-structures involve the introduction of staff, including any relevant future effects this may have on such staff.
- 7.12 determine and keep under review the range and scale of decorative and festive lighting owned and operated by Newquay Town Council.
- 7.13 refer any policy or procedural changes, introductions or rescissions to the Finance and Policy Committee for their decision and must always involve and obtain agreement from the Staffing Committee and Town Clerk where such policies or procedural changes etc. affect members of staff.
- 7.14 prepare tenders and negotiate contractual terms with third parties as necessary for the operation, repair and overhaul,

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routine maintenance and cleaning services associated with EDGP controlled services, equipment, infrastructure and activities provided such contracts are covered within the EDGP Budget, do not create a long-term contractual obligation (over 5 years) and only upon fully considering the current and future financial implications this may have on the EDGP Committee's budget in-line with Financial Regulations.

8.0 Review

The EDGP Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting. Any changes must be recommended to Full Council for approval.

Date Compiled/Reviewed:	11.06.2015
Date Referred to Committee:	11.06.2015
Decision:	
Minute Reference:	
Date of Full Council Meeting:	
Decision:	
Minute Reference:	