



WISBECH TOWN COUNCIL

COMMITTEES – TERMS OF REFERENCE

RESOURCES COMMITTEE

Finance and Governance

Ensuring the proper administration of the council's financial affairs, in accordance with relevant legislation.

Monitoring the council's approved budget throughout the year and approving any virement of expenditure within overall approved budget.

Recommending the budget and annual precept to Wisbech Town Council.

Responsible for risk assessments and insurance of the council's property and activities.

Responsible for health and safety risk assessments.

Determining the council's systems of internal control and internal audit and ensuring that action is taken to address any issues raised through the annual internal and external audit processes.

Appointing annually the internal auditor.

Tendering and purchasing arrangements.

Developing and monitoring the council's Risk Management Strategy.

Allocating the council's annual financial support budgets.

Managing the council's Asset Register.

Staffing

Agreeing the council's staffing structure and making recommendations to Council where necessary.

Reviewing, as necessary, the terms and conditions of employment of staff.

Ensuring that the Council is meeting all its obligations as an employer, including the delivery of appropriate training and development opportunities.

Reviewing and implementing policies and practices in relation to staffing issues.

Communications

Implementing and overseeing the council's Communications Strategy.

Ensuring that the activities and services of Wisbech Town Council are publicised through using appropriate media, to create a greater public understanding of the roles and responsibilities of the Town Council.

Overseeing the communications activities of the Council.

Community Events and Festivals

Determining and delivering annually a programme of community events and festivals on behalf of Wisbech Town Council, in accordance with the budget fixed by the Council. The operational arrangements for delivery of the annual programme of community events and festivals shall be undertaken by a working party.

Seeking funding opportunities which would enable the Council to expand its community events and festivals "offer" to the community.

Supporting other organisations and bodies to deliver community events and festivals which are provided for the benefit of the town and its inhabitants.

General

Any other matter not specifically within the remit of any other committee of the council (except for matters where decisions can only be made by the full Council).

PLANNING AND COMMUNITY INFRASTRUCTURE COMMITTEE

Discharging the functions of the Council in terms of planning and development management, including:

- commenting upon applications for planning permission for both development control (to Fenland District Council) and minerals extraction and waste

disposal (Cambridgeshire County Council) (the same applies when consulted by King's Lynn and West Norfolk Borough Council or Norfolk County Council)

- commenting upon the compliance or otherwise with planning conditions in respect of planning permissions granted
- commenting upon development plan proposals by Fenland District Council and Cambridgeshire County Council (the same applies when consulted by King's Lynn and West Norfolk Borough Council or Norfolk County Council)
- considering (as consultee) planning policy and strategy documents
- commenting upon the condition of listed buildings and the conservation areas in the town
- considering, as necessary, planning appeals matters

Responding to consultations of proposals for street naming within the town

Responding to consultations in respect of highways and other infrastructure schemes for the town.

ENVIRONMENT AND PUBLIC SPACES COMMITTEE

Allotments

Discharging the functions of the Council relating to allotments, including:

- producing plans, for delivery by officers, in relation to the maintenance, development and enhancement of the council's allotments
- determining the charge for allotments let by the council
- overseeing the letting and determination of tenancies
- approving terms and conditions for the letting of tenancies
- acquiring and disposing of land for allotments (subject to reference to the Resources Committee and/or Council where necessary)
- recommending the budget for allotments, via the Resources Committee, to the Council.

Public Toilets

Overseeing the operation, management, maintenance and development of the public toilets which are owned and operated by Wisbech Town Council (this does

not include the toilets at the Horsefair Shopping Centre which are leased by the Town Council).

Producing plans, for delivery by officers, in relation to the maintenance, development and enhancement of these public toilets.

Recommending the annual budget for these assets, via the Resources Committee, to the Council.

Car Park at Somers Road

Overseeing the operation, management, maintenance and development of the car parking area leased from Cambridgeshire County Council by Wisbech Town Council.

Producing plans, for delivery by officers, in relation to the maintenance, development and enhancement of this car park.

Recommending the annual budget for this asset, via the Resources Committee, to the Council.

Wisbech Park Pavilion

Overseeing the functions of the Council relating to the operation, management and development of Wisbech Park Pavilion, including:

- ensuring Wisbech Town Council's compliance with the lease between Fenland District Council (as landlord) and Wisbech Town Council (as tenant)
- setting the terms and conditions for the rental of space (namely the café and the community room) at Wisbech Park Pavilion
- overseeing the letting and determination of agreements and contracts for rental of space at Wisbech Park Pavilion
- recommending the annual budget for Wisbech Park Pavilion, via the Resources Committee, to the Council.

Campaigning

Leading, on behalf of Wisbech Town Council, any campaigns or lobbying aimed at supporting or opposing a proposed initiative, project or course of action by another agency or organisation; for example, the Wisbech Anti-incinerator Campaign.

Establishing working parties and task and finish groups, as necessary/appropriate, to support the delivery of campaigns.

Recommending the annual budget for this activity, via the Resources Committee, to the Council.

WISBECH TOWN CENTRE COMMITTEE

Wisbech Market Place (and activity at that location)

Discharging the functions of the Council in relation to the operation, management and development of Wisbech Market Place and the council's Markets service/function, including:

- producing plans in relation to the operation, maintenance and enhancement of Wisbech Market Place; working/liasing with appropriate partners/stakeholders as necessary
- developing and submitting applications for funding necessary to achieve the enhancement of Wisbech Market Place
- producing plans in relation to the operation and development of the council's Markets service/function
- setting the terms and conditions for the rental of space at Wisbech Market Place, both in terms of market trading and attendance by sellers at the council's community events and festivals which take place on the Market Place
- determining the charges for the rental of space (pitch fees) at Wisbech Market Place
- overseeing the advertising and promotion of Wisbech Market Place, both as a trading area and a community space
- overseeing the issue of market licences
- recommending the annual budget for Wisbech Market Place and the council's Markets service, via the Resources Committee, to the Council.

Wisbech Castle

Overseeing the functions of the Council relating to the operation, management and development of Wisbech Castle, including:

- operating a Wisbech Castle Working Party, including the members of the Wisbech Town Centre Committee, selected non-councillor volunteers, experts and interested parties as well as council staff where necessary. The Working Party and council staff to be responsible for the day-to-day management and delivery of projects and schemes, answering in all respects to this committee
- working with the Wisbech Castle Working Party, producing plans in relation to the refurbishment, maintenance, development and enhancement of Wisbech Castle and other assets within its grounds

- developing and submitting applications for any funding necessary to achieve the refurbishment and development of Wisbech Castle and other assets within its grounds
- ensuring Wisbech Town Council's compliance with the lease between Wisbech Town Council and Cambridgeshire County Council (dated 2 February 2018)
- ensuring re-payment to Cambridgeshire County Council of the loan (£150,000) provided by that council for refurbishment of Wisbech Castle
- setting the terms and conditions for the rental of space at Wisbech Castle
- determining the charges for the uses of all buildings and facilities on-site
- overseeing the letting and determination of agreements and contracts for rental of space at Wisbech Castle
- in liaison with the Castle Working Party, approving advertising and promotion of Wisbech Castle and its associated land and buildings, as a community asset/venue
- recommending the annual budget for Wisbech Castle, via the Resources Committee, to the Council.

Town Hall/office

Overseeing the operation, management, maintenance and development of the Town Hall.

Recommending the annual budget for the Town Hall, via the Resources Committee, to the Council.

St Raphael Community Hall

Overseeing the functions of the Council relating to the operation, management and development of the St Raphael Community Hall, including:

- ensuring Wisbech Town Council's compliance with the lease between Fenland District Council (as landlord) and Wisbech Town Council (as tenant)
- setting the terms and conditions for the rental of the building (namely the café and the community room) at the St Raphael Community Hall
- overseeing the letting and determination of agreements and contracts for rental of space at the St Raphael Community Hall
- recommending the annual budget for the St Raphael Community Hall, via the Resources Committee, to the Council.

Town Centre Facilities

Overseeing the operation, management, maintenance and development of certain facilities, activities or services within Wisbech Town Centre, including:

- public toilets at the Horsefair Shopping Centre (operated by the Town Council) under via a lease with the owners of the shopping centre)
- footfall counters which operate within the Market Place area

Pursuing opportunities which could be beneficial to the vibrancy and vitality of Wisbech town centre and/or result in an increase in the tourism/heritage “offer” of the town.

Engaging in activities and initiatives aimed at supporting or assisting the local economy.

Recommending the annual budget for Town Centre Facilities (where the costs would fall upon Wisbech Town Council), via the Resources Committee, to the Council.

Adopted on 25 November 2024