

COMMITTEES' TERMS OF REFERENCE 2025 - 2026

Appoints to Committees shall be determined at each Annual Council, but can be subject to change by Full Council, or if its is preferable to make the change between Full Council meetings, by the Mayor (or the Deputy Mayor in their absence) subject to consultation with the Town Clerk and Group Leaders, and notification to the next relevant council meeting.

Councillors who have not provided a valid Register of Interest Form or who are excluded by virtue of being subjection to outstanding actions from a Code of Conduct Decision Note will not be permitted to sit on any Committee, Sub-Committee or Task and Finish Group (Standing Order 4c(xiv)).

1. FINANCE AND COMPLIANCE COMMITTEE

Delegated powers

- (a) Monitoring of expenditure, cash flows and cash reserves
- (b) Risk Framework, including Health & Safety assessment and compliance
- (c) Insurance arrangements
- (d) Audit arrangements
- (e) Statutory policies and procedures

Duties to consider and recommend to Council

- (i) Borrowing
- (ii) Financial Investment
- (iii) Annual Accounts and Governance Statement
- (iv) Risk Management
- (v) Statutory Compliance
- (vi) Financial Regulations

2. PLANNING, ENVIRONMENT AND COMMUNITY COMMITTEE

Delegated powers

- (a) To comment to the Local Planning Authority on planning applications.
- (b) To instruct action, if any, to be taken on appeals.
- (c) To comment on other planning matters as set out below if time restrains do not permit consideration at Council.
- (d) Public rights of way.
- (e) To comment on licensing applications.
- (f) To comment on transport, parking and environmental proposals and issues.

- (g) To respond to consultations from other bodies such as the County and District Councils, Health Authorities and Public Utility and Service Providers.
- (h) To develop and take forward stakeholder engagement initiatives
- (i) To consider matters regarding the Neighbourhood Plan for onward report to Council.
- (j) To respond to consultations from other bodies such as the County and District Councils, Health Authorities and Public Utility and Service Providers.
- (k) To make proposals and representations to such bodies as the Committee considers in the interests of the Town and people of Hatfield, and facilitate greater community engagement.
- (l) Approve spending, up to a maximum of £10,000, under the Community Engagement and Events Budget line.

Duties to consider and recommend to Council

Other planning matters such as County Structure Plan, District Local Plan and Minerals Plans.

That these powers (with the exception of 2l) be delegated to the Town Clerk (and in their absence to the Civic Manager) providing Members of the Committee have been consulted and have not raised any objections.

SUB - COMMITTEES AND TASK AND FINISH GROUPS

It is for each Committee or Full Council to set out the responsibilities and powers of any Sub-Committee or Task and Finish Group it may appoint. Appointment to the Sub-Committee or Task and Finish Group may be agreed at the time of establishment or subsequently by the Mayor (or the Deputy Mayor in their absence) subject to consultation with the Town Clerk and Group Leaders, and notification to the next relevant council meeting and not contrary to Standing Order 4c(xiv).

Sub-Committees meetings are to be formal meetings of the Council and are therefore subject to the relevant legislation, regulations and the Council's Standing Orders. Task & Finish Group are not formal meetings of the Council and not subject to the same restrictions. Task & Finish Groups are not decision making bodies and are designed to allow councillors to progress certain initiatives before returning to Full Council or Standing Committee in order for a decision to be taken.

The following Sub-Committees have been agreed by Full Council.

Establishment Sub-Committee

- (a) To recruit statutory officers
- (b) To agree objectives, manage performance and conduct appraisal of Town Clerk and Responsible Financial Officer

- (c) To consider overall staffing strategy and conditions of service.
- (d) To consider any reorganisation or adjustment of staff to improve efficiency and/or react to changing circumstances.
- (e) Any grievance, or complaints, or other staffing issue which is not covered through the current employee handbook, should also be addressed through the Establishment Sub Committee.
- (f) Consider grievance, or complaints or other councillor conduct issues

Appeals Sub Committee

Any Member shall be called upon to sit on an Appeals Sub Committee if they have no prior involvement in previous hearings of the particular case.

World War II 80th Anniversary Grant Sub Committee

To award grants for events to mark the 80th Anniversary of the end of World War II and determine how any remaining grant money is utilised for this occasion.

Task & Finish Group

The following Task & Finish Group have been formed and are in operation:

Community Summer Event 2025