



BUCKLEY TOWN COUNCIL

Committee Structure and Terms of Reference 2025/2026

Date Adopted by Council: 20/05/2025

Date due to review: 1 year (2026)

Policy version: 2 – reviewed with changes - KB

Policy type: Statutory – LGA 1972, S101-106 & Schedule 12



Introduction

The Council is empowered to appoint one or more Committees for the purpose of discharging any of its functions.

A Committee may itself arrange for the discharge of its functions by a Sub-Committee.

The membership and terms of reference of a Committee must be fixed by the Council, and of Sub-Committee by the appointing Committee.

The Council must decide if delegation of decisions is granted to Committees.

All Councillors on Committees and Sub-Committees must adhere to the responsibilities and standards expected in the Buckley Town Council's Members Code of Conduct, Standing Orders and Financial Regulations.

Public notices of Committees and Sub-Committees will be the same as at Council meetings and members of the public are welcome to attend unless the Council resolves to exclude the press and public in line with the Council's Standing Orders due to a confidential or prejudicial matter.

Decisions which can not be delegated

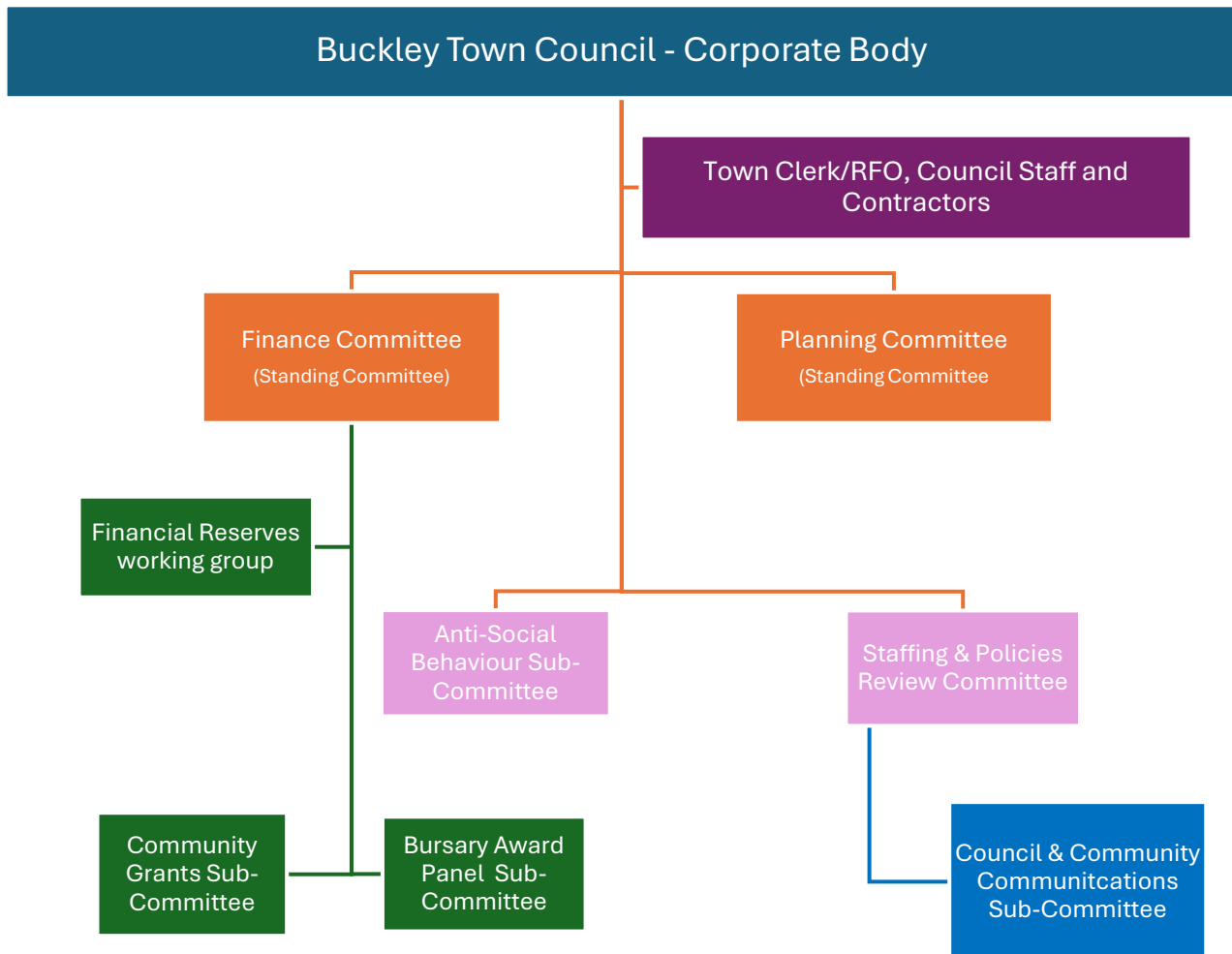
The Council is not empowered to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving the accounting statements;
- approving an Annual Governance Statement;
- borrowing;
- writing off bad debts;
- addressing recommendations in any report from the internal or external auditors;
- appointment of the Clerk/RFO;

The above shall be matters for the full Council only.



Buckley Town Council Committee Structure (2025/26)





Finance Committee

Terms of Reference

Type of Committee	The Finance Committee is a Standing Committee of Buckley Town Council. The Committee will be renewed on an annual basis at the Council's Annual Meeting in May.
Delegation	The Finance Committee has delegated powers to act and resolve any issues in line with its remit. The Committee has delegated powers to authorise expenditure, subject to the Council's Standing Orders and Financial Regulations and in line with its remit and approved budget area.
Membership & Quorum	All 20 Members of Buckley Town Council are members of this Committee. At least seven Members will constitute a quorum.
Chair	The Chair and Vice Chair of the Committee are elected annually at the Annual Meeting by the Council.
Meeting frequency	The Committee shall meet once per month except in August.
Committee's Remit	a) To approve the schedule of accounts for payment. b) To approve the monthly bank reconciliation. c) To authorise any changes to banking arrangements including bank mandates, internet banking and investments. d) To receive the Independent Remuneration Panel for Wales Annual Report and agree on the determinations. e) To review the Risk Management Strategy. f) To review the Annual Insurance Renewal. g) To review the Financial Regulations. h) To appoint the internal auditor. i) To receive the internal auditor's report and notice of conclusion of the external audit. j) To receive the quarterly spend against budget report. k) To approve any applications for grant funding. l) To approve Council building improvements, IT, equipment and contracts. m) To authorise pay awards. n) To approve any out of annual cycle grant award. o) To agree the Council's earmarked and general reserves. p) To approve the budget expenditure for the free-parking scheme in December. q) To review annually the Council fees charged for room hire. r) To review tenancy agreements.



Planning Committee

Terms of Reference

Type of Committee	The Planning Committee is a Standing Committee of Buckley Town Council. The Committee will be renewed on an annual basis at the Council's Annual Meeting in May.
Delegation	The Planning Committee has delegated powers to act and resolve any issues in line with its remit. It has no budget provision.
Membership & Quorum	All 20 Members of Buckley Town Council are members of this Committee. At least seven Members will constitute a quorum.
Chair	The Chair and Vice Chair of the Committee are elected annually at the Annual Meeting by the Council.
Meeting frequency	The Committee shall meet once per month except in August.
Committee's Remit	a) To provide observations to Flintshire County Council planning authority on applications for development that have been considered by Buckley Town Council. b) To note any planning appeals. c) To provide comments to Flintshire County Council planning authority on Local Development Plan consultations, including supplementary planning guidance.



Staffing & Policies Review Committee

Terms of Reference

Type of Committee	The Staffing & Policies Review Committee is an ordinary Committee of Buckley Town Council. The Committee will be renewed on an annual basis at the Council's Annual Meeting in May.
Delegation	The Staffing & Policies Review Committee has delegated powers to act and resolve any issues in line with its remit. The Committee has delegated powers to authorise expenditure, subject to the Council's Standing Orders and Financial Regulations and in line with its remit and approved budget area.
Membership & Quorum	8 Members of Buckley Town Council are members of this Committee. 50% of the membership will constitute a quorum (4). Members: 1) Town Mayor (Cllr Lorraine Rathbone, 2) Deputy Town Mayor (Cllr Julia Jones), 3) Cllr E Preece, 4) Vice Chair of Finance Committee, 5) Cllr D Mackie, 6) Cllr V E Blondek, 7) Cllr D Ellis, 8) Cllr R Stewart.
Chair	The Chair and Vice Chair of the Committee are elected annually at the Annual Meeting by the Council.
Meeting frequency	The Committee shall meet as and when required. Meetings will usually be held during the morning (between 09:30-12:30).
Committee's Remit	a) To oversee the recruitment process of any Council staff. b) To approve changes to employment contracts. c) To review the recruitment policy. d) To consider matters relating to the Local Government Pension Scheme. e) To agree any professional subscriptions and qualifications. f) To deal with any other staffing related matter.



	g) To ensure all policies and procedures are regularly reviewed (in line with any changes to legislation, recommended good practices and changes within the Town Council). h) To adopt policies, procedures and key documents (or changes to current policies) presented to this committee. i) To consider what new policies and procedures need to be adopted by the Town Council. j) In reaching decisions the Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and where possible and practicable to ensure that the actions of the Committee are proactive in this respect.
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Bursary Award Sub-Committee

Terms of Reference

Type of Committee	The Bursary Award Panel is a Sub-Committee of the Finance Committee. The Sub-Committee will be renewed on an annual basis at the Council's Annual Meeting in May.
Delegation	The Finance Committee has delegated powers to the sub-committee to act and resolve any issues in line with its remit. The Committee has delegated powers to authorise expenditure, subject to the Council's Standing Orders and Financial Regulations and in line with its remit and approved budget area.
Membership & Quorum	6 Members of Buckley Town Council are members of this Committee. 50% membership will constitute a quorum (3). Members: 1) Chair of Finance Committee (Cllr E Preece), 2) Cllr V E Blondek, 3) Cllr A Drury, 4) Cllr C A Ellis, 5) Cllr E J Hutchinson, 6) Cllr D Mackie.
Chair	The Chair and Vice Chair of the Committee are elected annually at the Annual Meeting by the Council.
Meeting frequency	The Committee shall meet annually – usually in October Meetings will usually be held during the morning (between 09:30-12:30).
Committee's Remit	a) To receive the bursary applications and award the bursary funds in line with the parameters of the scheme and the budget.



Community Grants Sub-Committee

Terms of Reference

Type of Committee	The Community Grants Panel is a Sub- Committee of Finance Committee. The Sub-Committee will be renewed on an annual basis at the Council's Annual Meeting in May.
Delegation	The Finance Committee has delegated powers to the sub-committee to act and resolve any issues in line with its remit. The Committee has delegated powers to authorise expenditure, subject to the Council's Standing Orders and Financial Regulations and in line with its remit and approved budget area.
Membership & Quorum	8 Members of Buckley Town Council are members of this Committee. 50 % membership will constitute a quorum (4). Members: 1)Town Mayor - Cllr Lorraine Rathbione, 2) Deputy Town Mayor Cllr Julia Jones, 3) Chair of Finance Committee Cllr E Preece, 4) Vice Chair of Finance Committee - Cllr D Mackie, 5) Cllr V E Blondek, 6) Cllr C A Ellis, 7) Cllr L G Fox, 8) Cllr D Rose.
Chair	The Chair and Vice Chair of the Committee are elected annually at the Annual Meeting by the Council.
Meeting frequency	The Committee shall meet annually – usually in November Meetings will usually be held during the morning (between 09:30-12:30).
Committee's Remit	a) To consider, allocate and approve the community grant monies in line with the published procedure. b) To review the community grant published procedure.



Council & Community Communications Sub-Committee

Terms of Reference

Type of Committee	The Council & Community Communications Sub-Committee is an advisory Sub-Committee of the Staffing & Policy Review Committee. The Committee will be renewed on an annual basis at the Council's Annual Meeting in May.
Delegation	The Council & Community Communications Sub-Committee has no delegated powers to act. It is an advisory only. The Committee will look into matters in line with the remit and make recommendations in the form of official minutes back to the Staffing & Policy Review Committee for approval.
Membership & Quorum	6 Members of Buckley Town Council are members of this Committee. 50% membership will constitute a quorum (3). Members: 1) Cllr A Parry, 2) Cllr V E Blondek, 3) Cllr L G Fox, 4) Cllr D Rose, 5) Cllr E L Preece, 6) Cllr R L Stewart.
Chair	The Chair and Vice Chair of the Committee are elected annually from the membership.
Meeting frequency	The Committee shall meet as and when required. Meetings will usually be held during the morning (between 09:30-12:30).
Committee's Remit	a) Initially, to work through the NALC 'communications toolkit for local councils', develop next steps and make recommendations to the Staffing & Policy Committee. b) To discuss matters relating to the website, social media and other communications brought to this committee by the Town Clerk. c) To develop a clearer set of the committee's remit within 12 months.



Anti-Social Behaviour Committee

Terms of Reference

Type of Committee	The Anti-Social Behaviour Committee is an advisory Committee of the Council. The Committee will be renewed on an annual basis at the Council's Annual Meeting in May.
Delegation	The Anti-Social Behaviour Committee has no delegated powers to act. It is an advisory only. The Committee will look into matters in line with the remit and make recommendations in the form of official minutes back to the General Purposes Committee for approval.
Membership & Quorum	7 Members of Buckley Town Council are members of this Committee. The Town Mayor, Deputy Town Mayor and a minimum of one member from each ward and a nominated representative from North Wales Police. Councillors who cannot attend should aim (where possible) to substitute with a Member from their ward. 50% membership will constitute a quorum (4). Members: Town Mayor Cllr Lorraine Rathbone & Deputy Town Mayor Cllr Julia Jones Cllr I Peters - Pentrobin Ward, Cllr R B Jones -Bistre East, Cllr C Preece – Bistre West Cllr D Ellis - Bistre West, Cllr C A Ellis-Buckley Mountain.
Chair	The Town Mayor would act as Chair.
Meeting frequency	The Committee shall aim to meet six monthly - with the ability to call an extra meeting if required.
Committee's Remit	a) To focus on hotspots of anti-social behaviour in the Buckley area from which to provide remedies and potential solutions to issues through discussion with the Town Council. b) To receive any reports from Town and Community Council meetings with the Police, ensuring effective communication, identifying key issues, and promoting collaborative solutions for community safety and well-being. c) To propose actions with ownership for resolution within the boundaries of the Council.



Financial Reserves Task & Finish Group

Terms of Reference

Type of Committee	The Financial Reserves Task & Finish Group is an advisory Committee of the Finance Committee. The Task & Finish group is a short-term group and will not be renewed at the next Annual Meeting.
Delegation	The Financial Reserves Task & Finish Group has no delegated powers to act. It is an advisory only. The Committee will look into matters in line with the remit and make recommendations in the form of official minutes back to the Finance Committee for approval.
Membership & Quorum	6 Members of Buckley Town Council are members of this Committee. 1) Cllr L Rathbone - Town Mayor, 2) Cllr D Mackie, 3) Cllr E L Preece, 4) Cllr C M Preece, 5) Cllr V E Blondek, 6) Cllr I Peters.
Chair	The Working Group will appoint the Chair/Vice Chair at the first meeting.
Meeting frequency	The Committee shall aim to meet between 1 - 3 times until the committee remit is completed. Meetings will usually be held during the morning (between 09:30-12:30).
Committee's Remit	a) To work through the Council's earmarked reserves and establish a clear documented reason for holding each earmarked reserve. b) To review the amounts held for each earmarked reserve are at the appropriate level and make recommendations for changes if required. c) To review the Council's Reserves policy to ensure it is appropriate for the Council's current needs.