



TOWN CENTRE COMMITTEE TERMS OF REFERENCE

By virtue of sections 101 and 102 of the Local Government Act 1972 the Council may arrange for the discharge of any of its functions by one or more Committees, a Sub-Committee to be appointed by the Council for the purpose, or by an Officer of the Council.

Subject to the above, the Terms of Reference of, and delegation arrangements to, the duly appointed Town Centre Committee of the Council shall be as set out below.

Broad areas of competence

- Management of Council's and managed capital assets
- Economic development

Membership

- 1 There shall be a core membership of no fewer than five and no more than seven members of the Council.
- 2 Members of the Council who are not members of the Committee may substitute for a core member and have the same rights as that member as provided for in Standing Orders 15a and 15c.

Responsibilities and delegated powers

The Committee shall have delegated spending powers in line with the budget established at the Annual Budget meeting of the Full Council.

On behalf of the Council, the committee shall have delegated powers and authority to:

Economic Development

- 1 monitor the economic vitality and viability of the Council's area, maintain liaison with businesses within the area, and where permitted promote new business development and the creation and preservation of employment opportunities;
- 2 promote the improvement of Clayhill Business Park;
- 3 provide functional direction to the Town Centre Manager;

Town Centre

- 4 make recommendations to the Council for the appointment of representatives to any partnership body established to advise on the disbursements of financial resources resulting from commercial developments in Neston Town Centre;
- 5 develop and implement policies to support the enrichment of the Town Centre;
- 6 monitor the implementation of the recommendations of the Public Realm Design Guide for Neston Town Centre and make representations to external bodies in relation to the PRDG;
- 7 ensure there is Town Council liaison with public authorities, commercial enterprises and residents to maintain and develop the Town Centre environment;

Approved at the Annual Meeting of the Council 17 May 2016

Council-owned and Managed assets

- 8 develop and implement policies in relation to the management the Council's allotments and ensure adequate arrangements for their management and maintenance and for consultation with tenants;
- 9 monitor the efficiency and effectiveness of the management of the assets;
- 10 consider and agree appropriate policies, rules, regulations and scale of charges in relation to managed assets;
- 11 consider and after appropriate consultation with, and where required approval of, partners implement proposals to enhance the attractiveness and utility of assets being managed;
- 12 determine business objectives to maximise the use made, and income generation from the assets and recommend to the Council the purposes to which surpluses might be put;
- 13 approve marketing and promotional activity to ensure best use of these in relation to the assets;
- 14 monitor the effectiveness of dialogue and good working relationships with tenants and hirers of the facilities and traders of the markets;
- 15 monitor the fabric of the managed assets, and liaise with the principal local authority on issues of maintenance, decoration and provision of utilities;
- 16 approve expenditure required for the maintenance and decoration of the managed assets, where such expenditure is the responsibility of the Town Council under the management agreement with the principal local authority.

Budgets

The Committee shall monitor its actual and planned expenditure and its use of earmarked reserves, and make estimates of proposed income and expenditure for each financial year in respect of all of the services of the Committee in accordance with the Council's agreed budget setting procedures.