

**ALSAGER TOWN COUNCIL**

**ALSAGER CIVIC & SERVICES COMMITTEE**

**TERMS OF REFERENCE**

<b>9 Members of the Authority Co-opted Members As Required</b>		<b>Quorum = Town Councillors 3</b>
<b>Function of the Alsager Civic &amp; Services Committee</b>		<b>Delegation of Function</b>
1.	<b>Alsager Civic</b>	
1.1	Power to provide and encourage the use of conference facilities, Local Government Act 1972, S144.	<ul style="list-style-type: none"> <li>• Strategic management of the Civic within Policy &amp; Budget to Committee</li> <li>• Operational management of the Civic within Policy and Budget to Town Clerk</li> </ul>
1.2	Power to provide and equip community centres for the use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> <li>• Strategic management of the Civic within Policy &amp; Budget to Committee</li> <li>• Operational management of the Civic within Policy and Budget to Town Clerk</li> </ul>
1.3	Power to provide public buildings and halls, Local Government Act 1972, S133	<ul style="list-style-type: none"> <li>• Strategic management of the Civic within Policy &amp; Budget to Committee</li> <li>• Operational management of the Civic within Policy and Budget to Civic Manager</li> </ul>
2.	<b>Constitution</b>	
2.1	To co-opt such Members of the community to assist with the work of the Management Committee Does this happen?	<ul style="list-style-type: none"> <li>• Committee in conjunction with the Civic Manager &amp; Town Clerk</li> </ul>
2.2	To develop a Business Plan.	<ul style="list-style-type: none"> <li>• Committee in conjunction with the Town Clerk, Civic Manager and Finance Officer</li> </ul>
3.	<b>Specific Alsager Civic operation</b>	
3.1	<ul style="list-style-type: none"> <li>• Acceptance of bookings</li> <li>• Accounting arrangements</li> <li>• Banking of cash</li> <li>• Bar rotas (when applicable)</li> <li>• Budget Preparation</li> <li>• Checking and handling income</li> <li>• Cleaning schedules, repairs and maintenance</li> <li>• Pricing structure of hall hire, functions and catering</li> <li>• Daily security</li> <li>• Health and Safety issues which include the following: <ul style="list-style-type: none"> <li>○ Asbestos Regulations</li> <li>○ Gas and Electricity Safety</li> <li>○ Fire Safety</li> <li>○ First Aid</li> <li>○ Food Safety</li> <li>○ Pest Control</li> <li>○ Refuse Collections</li> <li>○ Risk Assessments</li> <li>○ Water Safety</li> </ul> </li> <li>• License Designated Alsager Civic Manager (when applicable)</li> <li>• License holder and administration</li> </ul>	<ul style="list-style-type: none"> <li>• Civic Manager</li> <li>• Finance Officer</li> <li>• Finance Officer</li> <li>• Civic Manager</li> <li>• Civic &amp; Services Committee, Town Council officers</li> <li>• Finance Officer</li> <li>• Asset Manager/Civic Manager</li> <li>• Civic &amp; Services Committee to recommend to Town Council</li> <li>• Civic Manager</li> <li>• Asset Manager</li> <li>• Asset Manager</li> <li>• Asset Manager/Civic Manager</li> <li>• Asset Manager/Civic Manager</li> <li>• Civic Manager</li> <li>• Asset Manager/Civic Manager</li> <li>• Asset Manager/Civic Manager</li> <li>• Asset Manager/Civic Manager</li> <li>• Asset Manager/Civic Manager</li> <li>• Asset Manager</li> <li>• Civic Manager</li> <li>• Civic Manager</li> </ul>

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<ul style="list-style-type: none"> <li>• Planning and managing functions</li> <li>• Promotion of Hall, events and functions and branding</li> <li>• PRS and PPL license's</li> <li>• Regular booking discounts</li> <li>• Staff time sheets and allocation of hours</li> <li>• Stock control and cash reconciliation</li> <li>• Stocking bars (when applicable)</li> <li>• Supplies and stock ordering</li> <li>• Telephone/I.T. systems</li> </ul>	<ul style="list-style-type: none"> <li>• Civic Manager</li> <li>• Civic Manager</li> <li>• Civic Manager</li> <li>• Civic Manager</li> <li>• Civic Manager</li> <li>• Civic Manager/Finance Manager</li> <li>• Civic Manager</li> <li>• Civic Manager</li> <li>• Prism</li> </ul>
<ul style="list-style-type: none"> <li>• Equipment purchase and maintenance</li> <li>• Structural repairs and maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Civic Manager (Within Budget)</li> <li>• Asset Manager (within budget)</li> </ul>
<ul style="list-style-type: none"> <li>• Application for Premises License</li> <li>• Bar stock take (where applicable)</li> <li>• Internal Audit arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• Civic Manager</li> <li>• Civic Manager</li> <li>• Finance Officer</li> </ul>
<ul style="list-style-type: none"> <li>• Insurance</li>   <li>• Rejection of bookings</li>   <li>• Residents discounts</li> <li>• Staffing issues</li> </ul>	<ul style="list-style-type: none"> <li>• Town Clerk</li>   <li>• Civic Manager/Committee Chairman</li> <li>• Civic &amp; Services Committee</li> <li>• Personnel Committee</li> </ul>
<ul style="list-style-type: none"> <li>• Management of Commercial Partners</li> </ul>	<ul style="list-style-type: none"> <li>• Town Clerk/Assets Manager/ Civic Manager/Chairman (Within Terms of any Contract)</li> </ul>
<ul style="list-style-type: none"> <li>• Letting concessions (Sec 137)</li> </ul>	<ul style="list-style-type: none"> <li>• Civic &amp; Services Committee &amp; in accordance with Lettings Policy</li> </ul>
<ul style="list-style-type: none"> <li>• Appointment of Commercial Partners</li> <li>• Future development</li> <li>• Halls Letting Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Civic &amp; Services Committee to recommend</li> </ul>
<ul style="list-style-type: none"> <li>• Approval of License variation applications</li> <li>• Badges and uniforms</li> <li>• Changes to stationery etc.</li> <li>• To appoint Task Groups as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Civic &amp; Services Committee on recommendation of the Alsager Civic Manager</li> </ul>
<ul style="list-style-type: none"> <li>• Improvement works</li> </ul>	<ul style="list-style-type: none"> <li>• Civic &amp; Services Committee (Within Budget and Policy)</li> </ul>

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<b>3</b>	<b>Allotments</b>	
3.1	Power to provide allotments, improve land and let rights under S23, 26 & 42 of the Smallholdings & Allotments Act 1908.	Strategic management of Allotment Service within Policy & Budget to Committee
3.2	To be responsible for the overall management of the Allotment service within the policy aims of the Town Council.	Strategic management of the Allotment Service within Policy & Budget to Committee.
3.3	Operational management of the Allotment Service	Operational management to Alsager Gardens Association & Asset Manager in accordance with Town Council policies & budget.
3.4	To develop a strategy for the future development of the allotment service.	Committee in conjunction with Alsager Gardens Association, Asset Manager & Town Clerk.
3.5	To prepare a management agreement between the Alsager Gardens Association & the Town Council.	Committee in conjunction with the Asset Manager & Town Clerk.
3.6	Annual Budget Preparation	Committee in conjunction with the Asset Manager & Finance Officer.
3.7	Review of charges	Committee in conjunction with the Asset Manager & Finance Officer.
3.8	To be responsible for health & safety issues including: First Aid Risk assessment Water Supply/Safety Security	Asset Manager in conjunction with Town Clerk & in accordance with Town Council Policies.
3.9	Insurance	Asset Manager in conjunction with Finance Officer

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<b>4</b>	<b>Markets</b>	
4.1	Power to hold an outdoor market on Fairview Car Park under license from Cheshire East Council for 20 years (2033) under the Food Act 1984	Strategic management of the Market Service within policy & budget to committee
4.2	Power to hold other markets under Food Act 1984	Strategic management of the Market Service within policy & budget to committee
4.3	Operational management of Wednesday Market	Operational management to Asset Manager
4.4	Market promotion	Committee in conjunction with Asset Manager
4.5	Markets Strategy for future service development	Committee in conjunction with Asset Manager, Finance Officer & Town Clerk
4.6	Preparation of Annual Service Budget	Committee in conjunction with Asset Manager, Finance Officer & Town Clerk
4.7	Stallholders rents & charges	Committee in conjunction with Asset Manager, Finance Officer & Town Clerk
4.8	Collection of rents & charges	Asset Manager in accordance with Town Council Cash Handling Policy
4.9	Liaison with Market Trades	Asset Manager/Chairman/Town Clerk
4.10	Health & Safety issues including: First Aid Refuse collection Risk assessments Security	Asset Manager in conjunction with Town Clerk & in accordance with Town Council Policies
4.11	Insurance	Asset Manager in conjunction with Finance Officer
<b>5</b>	<b>Public Conveniences</b>	
5.1	Power to provide public conveniences, Public Health Act 1936. S.87	Strategic Overview to Committee Operational Management Asset Manager
5.2	To be responsible for management of the Public Conveniences within the policy aims of the Town Council	Committee within Town Council Policies and Budget
5.3	To be responsible for the operational management of the public conveniences	Asset Manager within Town Council Policies and Budget
5.4	To develop a strategy for future public conveniences in the Town	Committee in conjunction with Asset Manager & Town Clerk
5.5	Cleaning, Opening and Closing Contract	Committee in conjunction with Asset Manager & Finance Officer
5.6	Annual Budget Preparation	Committee in conjunction with Asset Manager, Finance Officer & Finance Committee
5.7	Ordering/Purchase of Supplies	Asset Manager & Finance Officer
5.8	Stock Control	Asset Manager/Finance Officer
5.9	To be responsible for health & safety issues including: First Aid Risk Assessment Water Supply/Safety Security	Asset manager in conjunction with Town Clerk & in accordance with Town Council Policies
5.10	Insurance	Asset Manager/Finance Officer

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<b>6</b>	<b>Town Centre Services</b>	
6.1	Management of Town Centre Services Does this happen?	Strategic Overview with Budget to Committee Operational Management to Asset Manager
6.2	To liaise with Alsager Partnership concerning arrangements for the Annual Christmas Market and Big Switch On.	Asset Manager within budget
6.3	To liaise with Alsager Partnership on Town Centre projects.	Asset Manager within budget
6.4	To liaise with the Alsager in Bloom Group to promote and support floral & planting initiatives.	Asset Manager within budget
6.5	Provision & maintenance of street furniture & signs.	Committee/Asset Manager
6.6	Provision of litter bins and floral plants	Committee/Asset Manager
6.7	Matters relating to street cleaning, litter flyposting	Committee/Asset Manager
6.8	Risk assessments/Insurance	Asset Manager/Finance Officer
<b>7</b>	<b>Memorials</b>	
7.1	Power to maintain, repair, protect and alter War Memorials (Local Authorities Powers) Act 1923 s.1 as extended by the LGA 1948 S133	Strategic overview to Committee Operational Management to Asset Manager
7.2	To liaise with the British Legion and Cheshire East Council on the future repair and maintenance of the War Memorial in Sandbach Road North.	Asset Manager