

TERMS OF REFERENCE

GENERAL PURPOSES COMMITTEE

(including Allotments and Barlick Bioscapes)

Version	Date	Review
1	June 2026	April 2027

1. Purpose

The General Purposes Committee is established under the Council's Standing Orders and Financial Regulations to oversee the management, maintenance, and operational delivery of the Council's land, buildings, and assets, and associated environmental responsibilities (excluding the Town Square).

The Committee operates under delegated authority from Full Council in accordance with the Council's Standing Orders, Financial Regulations, and LALC/NALC guidance.

2. Membership

- The Committee shall consist of a minimum of 3 and a maximum of 7 Councillors, appointed annually by Full Council at the Annual Meeting.
- The Council Chair may be appointed as a member of the Committee but may not serve as Chair or Vice-Chair of this Committee.
- Membership shall be reviewed annually.
- The Clerk/RFO or nominated officers may attend in a non-voting advisory capacity to support decision-making and financial governance.

3. Quorum

- The quorum shall be 3 Members or one third of the Committee membership (whichever is greater).
- No business shall be transacted unless a quorum is present.

4. Meetings and Administration

- The Committee shall meet no fewer than three (3) and no more than six (6) times within each civic year.
- This requirement applies to formal Committee meetings only and does not include working groups, task and finish groups, or officer-led meetings.
- An agenda shall be published in accordance with statutory notice requirements prior to each meeting.
- Minutes of all meetings shall be recorded in accordance with the Council's statutory obligations and governance procedures.
- Minutes and agendas shall be made publicly available to ensure transparency and accountability, except where items are lawfully considered in confidential or exempt session, in which case those parts of the minutes shall be withheld or redacted as appropriate.

5. Scope of Responsibilities

The Committee is responsible for:

- Parks, open spaces, and green infrastructure (excluding Town Square)
- Allotments
- Council-owned land, buildings, and facilities

- Routine and cyclical maintenance of Council assets, including planned seasonal works, inspections, cleaning schedules, and preventative maintenance programmes
- Reactive repairs to Council assets within delegated financial limits
- Environmental management of Council land
- Grounds maintenance and cleaning contracts
- Oversight of operational health and safety relating to Council property and land, including receipt of risk assessments, compliance reports, and monitoring information from officers

Ensuring effective public communication and promotion of Council-managed assets, facilities, and community initiatives through Barnoldswick Town Council approved channels

6. Delegated Authority

The Committee is authorised to:

- Make operational decisions within its remit
- Approve expenditure within approved budget headings/nominals
- Authorise payments up to £500 per transaction
- Commission works and services within budget
- Manage delivery of approved operational and maintenance programmes

All decisions must:

- remain within approved budgets
- be properly recorded in minutes
- be reported to Full Council

7. Contractual Authority

- The Committee may enter into contracts and service agreements only within the current civic year
- Any agreement extending beyond the civic year must be referred to Full Council for approval
- This ensures strategic financial control and long-term risk management remains with Full Council

8. Exclusions

The Committee does not have authority over:

- Strategic policy or corporate decisions of the Council
- Budget setting or precept decisions
- Multi-year contracts or funding agreements
- Capital projects of a strategic or long-term nature
- Asset disposal or acquisition outside delegated limits
- Matters delegated to other Committees

9. Governance

The Committee shall operate in accordance with:

- Council Standing Orders
- Financial Regulations
- LALC/NALC governance guidance
- Statutory health and safety requirements
- Equality, diversity, and inclusion principles

10. Reporting

- All decisions and expenditure shall be reported to Full Council
- Any matter outside delegated authority shall be escalated without delay
- The Responsible Financial Officer shall maintain oversight of financial reporting and controls

11. Accountability

The Committee is accountable to Full Council, which retains the right to amend or withdraw delegated authority at any time.

12. Review

This Terms of Reference shall be reviewed annually at the Council's Annual Meeting or sooner if required due to legislative, financial, or operational changes.