

Works & General Purposes Committee

Terms of Reference

1. Committee Objective:

To be responsible for the day-to-day organisation and overall management of all Town Council Assets. To manage the street furniture, lighting and shelters under the ownership of the town. To monitor services provided by the District Council to the community.

2. The functions of the Committee:

To advise and report to the Town Council on the following:

- 2.1 Policy matters relating to responsibilities.
- 2.2 To set a committee budget in the autumn to achieve its objective
- 2.3 Effective day to day management of services provided by Cromer Town Council.
- 2.4 Liaison with NNDC concerning services provided by them.
- 2.5 Power to maintain Cromer WW1 War Memorial
- 2.6 Liaising with Westerleigh Group re Crematorium

3. Delegated powers from Council within Budget and Policy:

3.1 Cemetery

- (a) Management of the two cemeteries
- (b) Setting charges for use of the cemetery

3.2 Public Lighting

- (a) Maintenance of street lights and Church Floodlighting
- (b) Liaise with NCC and NNDC concerning lights in their ownership

3.3 Allotments

- (a) Management and provision of allotments

3.4 Bus Shelters

- (a) Provision of bus shelters
- (b) Management of bus shelters

3.5 Assets

- (a) Management of North Lodge
- (b) Management of Cemetery Chapel (No 1 site)
- (c) Management of Cemetery Chapel (No 2 site)
- (d) Management of Town Lands

3.6 Public Spaces

- (a) Management of Street Furniture
- (b) Oversee of public areas in relation to litter, dog fouling and signage.

3.7 Services provided by NNDC

- (a) Monitor the services provided by NNDC to the community
- (b) Consult and advise with Property Services at NNDC

3.8 Other items

- (a) Take appropriate action on items not delegated to other committees.

4. Committee Membership:

Chairman and Vice-Chairman (Council Members) and at least 3 other appointed members from Council. The Mayor and Deputy Mayor are also members of the Committee.

5. Delegated Powers:

The Chair, Clerk & Deputy Clerk have delegated authority to make decisions on urgent matters relating to the Cemetery. Use of this authority will be recorded and reported to the committee at the next meeting.

Reviewed August 2016

Next review August 2018

NOTES: NNDC = North Norfolk District Council
NCC = Norfolk County Council