

Appendix A

Constitution and Terms of Reference of Committees

Mayor and Deputy Mayor to be ex-officio members of all committees

Staffing and Premises Committee

Constitution

Six members of the Town Council

Quorum is three members of the Committee

Terms of Reference

1. To deal with all matters relating to or affecting personnel issues. Including safety, health and welfare.
2. To make recommendations to full Council on the recruitment, selection, appointment and dismissal of employees of the Council.
3. To deal with all matters and questions which from time to time require to be determined by the Council as to pay, allowances, grading, promotion, conditions of service, including the terms of appointment, recruitment, training and qualification of the Council's employees collectively or individually.
4. To deal with all matters relating to Council's internal appraisal, grievance, disciplinary and complaints procedures.
5. To arrange and review the insurance on all property of the Council.
6. To have control and management of the various properties and land owned and rented by the Council and to make recommendations to the full Council thereon.

Environment and Tourism Committee

Constitution

Six members of the Town Council

Quorum is three members of the Committee

Terms of Reference

1. To deal with all matters relating to the environment and local tourism.
2. To be responsible for overseeing the delivery of Cornwall Council's Local Management Partnership in respect of footpaths within St Just and Pendeen and to make recommendations to the full Council on its implementation as and when necessary.

3. To oversee the production of tourist information publications such as the St Just Town Guide.
4. To oversee the delivery of the allotments within the parish and to make recommendations to the full Council as and when required.
5. To oversee the further development of the Council's website to help promote tourism in the local area.

Constitutional Review Committee

Constitution

Six members of the Town Council

Quorum is three members of the Committee

Terms of Reference

In accordance with the Local Government Act 2000

1. To promote and maintain high standards of conduct.
2. To advise the Council on implementation of the councillor's Code of Conduct.
3. To assist councillors in observing the code, including arranging training as and when required in consultation with Cornwall Council and the Cornwall Association of Local Councils.
4. To monitor complaints in relation to the operation of the councillor's code of conduct to the Standards Committee of Cornwall Council and to make recommendations to the full Council in the light of such decisions.
5. To monitor and review the operation of the Council's Standing Orders and to recommend changes to the full Council in the light of new legislation.

Internal Audit Committee

Constitution

Six members of the Town Council

Quorum is three members of the Committee

Terms of Reference

Specifically the committee will ensure that the following are conducted in accordance with the Council's financial regulations, a copy which forms part of the Council's Standing Orders.

1. Annual estimates
2. Budgetary control.
3. Accounting and audit.
4. Banking arrangements and cheques (including BACs), internet banking.
5. Payment of accounts.

6. Loans and investments.
7. Income.
8. Orders for work, goods and services.
9. Contracts.
10. Payments under contracts for building or other construction work.
11. Store and equipment.
12. Property and estates.
13. Insurance.
14. To monitor and review the operation of the Council's financial regulations and to recommend changes to the full Council in the light of legislation.

Approved by the Town Council on 2 August 2010