

# **STRATFIELD MORTIMER PARISH COUNCIL COMMITTEE TERMS OF REFERENCE**

In accordance with Standing Orders (SO 4d) the Council appoints standing Committees in order to conduct its business in an efficient manner. Various powers and responsibilities are delegated to these standing Committees through their Terms of Reference, as contained in this document.

**The standing Committees of the Council are as follows:**

**Fairground and Cemetery Committee**

**Roads, Footpaths and Commons**

**Planning Committee**

**Finance & General Purposes Committee**

**Personnel Sub - Committee**

The Committee quorum is set at three voting members.

Committees must observe the following requirements, which must be read together with their individual Terms of Reference.

“Agreed and budgeted matters” below means items included within each Committee’s specific Terms of Reference and also notified by the Clerk as having been included within each Committee’s annual budgets. Where additional matters are delegated, these will be recorded in minutes by the Council and, if necessary, Committee Terms of Reference will be updated.

## **Delegations to Committees**

- Committees will consider all matters referred to them by the Council.
- Committees have delegated powers to take decisions and to make commitments to spend, within their Terms of Reference and in accordance with Financial Regulations, in respect of agreed and budgeted matters.
- Committees are responsible for managing their spend against agreed budgets and providing updates and forecasts to the Finance & General Purposes Committee.
- Committees will work with the Finance & General Purposes Committee to develop a draft budget for recommendation to the Council each year.
- Committees will make recommendations to Council regarding policy and strategic matters within their delegated area of responsibility.

# STRATFIELD MORTIMER PARISH COUNCIL

## COMMITTEE TERMS OF REFERENCE

### Matters to be referred to the Council:

- Committees may research new initiatives and make recommendations to the Council, including on matters that do not form part of agreed and budgeted ordinary business
- Committees may request through the Finance & General Purposes Committee, which will make recommendations to the Council, that additional budgets are made available for such initiatives
- If the Council approves such a proposal and allocates additional budgets, it may either choose to keep oversight and ask for matters to return to the Council, or fully delegate to the Committee to manage the activity / proposal within their amended budget and / or ToR

### Ways of working

- Committees will meet at least as often as required by the annual meetings cycle, agreed by the Council, but may call extraordinary meetings as needed to deal with urgent business, in accordance with Standing Orders.
- Committees may wish to establish small working groups to research and make proposals on matters under their jurisdiction, and to progress activities which the Committee has decided to pursue.
- Working groups do not ordinarily have delegated decision-making powers and decisions must be made and minuted at Committee meetings, except as below.
- Specific decisions may be delegated by a Committee to a working group, and any decisions made must then be reported back to the Committee, whose minutes must clearly record both the specific delegation and the resultant decisions made.
- Committees may co-opt other Councillors with specialist skills to working groups for particular pieces of work. Co-optees are not voting members of the working group or of the Committee<sup>1</sup>, and co-option will cease once the task is complete.
- Committees may co-opt members of the public to the Committee and working groups to undertake particular tasks. Co-optees are not voting members of the working group or the Committee<sup>2</sup> and co-option will cease once the task is complete.
- One member of each committee will be a member of the Communications working group.

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<sup>1</sup> A Councillor who is not a member of a Committee has the same rights to attend as a member of the public, and can participate in the meeting to the same extent. Co-opted Councillors act in the same way as co-opted members of the public.

<sup>2</sup> Generally non-councillor members of a Committee do not have voting rights, except for some extremely limited situations incl managing land and tourism.

# **STRATFIELD MORTIMER PARISH COUNCIL COMMITTEE TERMS OF REFERENCE**

## **FAIRGROUND AND CEMETERY COMMITTEE**

### **Purpose of the Committee**

To manage and develop the Fairground and cemetery.

### **Membership of the Committee**

Minimum of five Councillor members and the Chairman and Vice Chairman of the Council who are ex officio members.

### **Aims and objectives**

The role of the Committee is to manage the following:

#### **1. The Fairground:**

- Tennis Courts, MultiPlay area, Playground areas and equipment.
- Trees, hedging, entrance gates, fencing, grass cutting, boundary verges and ditches along Hammonds Heath and Windmill Road
- Manage and maintain the car park.
- Manage and maintain the ponds on the Fairground.
- Consider and make recommendations on development and enhancement of the Fairground.

#### **2. Cemetery and the Cemetery Extension**

- Ensure that the Cemetery Regulations are maintained.
- Responsibility includes the trees, hedging, entrance gates, fencing and grass cutting.
- Consider and make recommendations on development and enhancement of the Cemetery.

#### **3. Special projects**

- Investigate, manage and deliver any special projects agreed by the Council and delegated to the Committee, in accordance with the Council's requirements.

#### **4. Fees**

- Ensure that all Fairground, Cemetery, and any other fees are reviewed at least annually.
- Refer the results of this review and proposed increases to the Finance & General Purposes Committee for consideration.

#### **5. Risk management**

- Risk management of the Parish Council's activities at and the use of the Fairground by Hirers.
- Risk management of the car park.
- Risk management of activities at and use of the Cemetery.

# **STRATFIELD MORTIMER PARISH COUNCIL COMMITTEE TERMS OF REFERENCE**

## **ROADS, FOOTPATHS AND COMMONS COMMITTEE**

### **Purpose of the Committee**

To manage and develop the roads, footpaths and commons.

### **Membership of the Committee**

Minimum of five Councillor members, and the Chairman and Vice Chairman of the Council who are ex officio members.

### **Aims and objectives**

The role of the Committee is to manage the following:

#### **1. Commons that the Council is responsible for**

- The commons are as follows:
  - Hammonds Heath War Memorial
  - Pound and Heath Elm Ponds
  - Brewery Common
  - Five Oaken Common
  - Summerlug
  - Windmill Common
- Responsibility includes the trees, hedging, entrance gates, fencing and grass cutting.
- Consider and make recommendations on development and enhancement of the commons.

#### **2. West End Road car park**

- Manage and maintain the car park.

#### **3. Footpaths and Roads**

- Monitor all Footpaths and Roads in the Parish.
- Report any issues that are identified to West Berkshire Council.
- Develop the use of the footpath network within the Parish.

#### **4. Special projects**

- Investigate, manage and deliver any special projects agreed by the Council and delegated to the Committee, in accordance with the Council's requirements.

#### **5. Risk management**

- Risk management of activities at and use of the Commons.
- Risk management of the West End Road car park.

# **STRATFIELD MORTIMER PARISH COUNCIL COMMITTEE TERMS OF REFERENCE**

## **PLANNING COMMITTEE**

### **Purpose of the Committee**

To deal with planning applications and related matters on behalf of the Parish Council.

### **Membership of the Committee**

Minimum of five Councillor members, and the Chairman and Vice Chairman of the Council who are ex officio members.

### **Aims and objectives**

The role of the Committee is to consider and comment on all matters referred to the Parish Council under the Planning Consultation procedure between Stratfield Mortimer Parish Council and West Berkshire District Council.

The Parish Council delegates to this Committee the right to refer its comments on Planning Applications directly to the District Council.

### **1. Planning applications**

- Consider Planning Applications in the context of National Planning Guidelines, West Berkshire district plan and the Stratfield Mortimer Neighbourhood Development Plan.
- Respond to West Berkshire Council with appropriate comments.
- Receive Decision Notices from West Berkshire Council and the and the Planning Inspectorate.
- Keep oversight of all matters likely to affect good and proper planning within the Parish.

### **2. Other related matters**

- Consultation on Tree Preservation Orders.
- Consultation on Street Naming and Numbering.
- Consultation on Listed Buildings.
- Any other matter relating to Parish Planning, including oversight of updates to the NDP and other strategic planning matters, and monitoring progress in relation to significant local planning matters.

### **3. Special projects**

- Investigate, manage and deliver any special projects agreed by the Council and delegated to the Committee, in accordance with the Council's requirements.

# **STRATFIELD MORTIMER PARISH COUNCIL COMMITTEE TERMS OF REFERENCE**

## **FINANCE & GENERAL PURPOSES COMMITTEE**

### **Purpose of the Committee**

To keep oversight of Council strategy and policy, financial management, risk management, communications, office administration and to oversee the work of the Personnel sub-Committee.

### **Membership of the Committee**

The Chairman of the Parish Council, who will be Chair of the Committee, the Vice Chairman, the Chairmen of the Parish Council standing Committees and a minimum of two other Councillors. One member will represent the Communications Working Group.

### **Aims and objectives**

The role of the Committee is to manage the following:

#### **1. Parish Council strategy and policies**

- Consider and make recommendations to Council on long term plans and strategy and other policy and strategic matters.
- Review Financial Regulations and Standing Orders at least annually.
- Keep oversight of other Council policies and procedures and organise their review over an agreed three year cycle.
- Manage any legal issues.

#### **2. Manage all matters delegated under the Financial Regulations**

- Accounting and Audit.
- Budget and forward planning.
- Budgetary control.
- Banking and payments.
- Loans, investments and grants.
- Income.
- Orders, tenders and contracts.
- Assets.
- Insurance.
- Risk management.
- Office administration.

#### **3. Personnel matters**

- Establish and oversee a Personnel sub-committee to manage such matters on behalf of the Finance & General Purposes Committee, in accordance with its particular Terms of Reference.
- To ensure appropriate training is available to Councillors.

#### **4. Communications**

- Ensure that the Council communicates effectively and efficiently.
- Oversee the development of communication strategy and methods.
- Manage the communications budget.
- Liaise with the Communications Working Group.

# **STRATFIELD MORTIMER PARISH COUNCIL COMMITTEE TERMS OF REFERENCE**

## **PERSONNEL SUB-COMMITTEE**

### **Purpose of the sub-Committee**

To manage and make decisions about all staffing matters, subject to budget and expenditure limits agreed by the Finance & General Purposes Committee.

### **Membership of the Committee**

The Chairman of the Parish Council, who will be Chair of the Committee, the Vice Chairman, and two other members of the Finance & General Purposes Committee, as elected by that Committee.

### **Aims and objectives**

The role of the Committee is to manage the following:

1. Establish and keep under review the staffing structure, in consultation with the Finance & General Purposes Committee, noting that any recommendation to increase staffing resource also requires Council approval.
2. Recommend appropriate personnel policies and agree them with the Finance & General Purposes Committee.
3. Review salary pay scales on an annual basis, within agreed expenditure limits.
4. Manage the recruitment and appointment of staff, agreeing the final selection of candidate with the Finance & General Purposes Committee.
5. Arrange and issue employment contracts and propose changes to contracts for review by Finance & General Purposes Committee.
6. Carry out (for the Clerk) or oversee (for employees of the Clerk) performance management and appraisal, including training.
7. Consider any grievance or disciplinary matters. Appeals are dealt with by the Finance & General Purposes Committee through an appeals panel.

### **Meeting arrangements and frequency**

Meetings will not be open to the press and public because of the nature of the matters to be discussed. Meetings will be held as required.