

Finance and General Purposes Committee

Purpose of the Committee

- 1 To undertake and 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

- 2 The Council Chairman, the Council Vice-Chairman, the Standing Committee Chairmen, and a minimum of two other Councillors.

Chairman

- 3 The Council Chairman shall chair the Committee.

Delegated Powers

- 4 In accordance with the Financial Regulations, and its Delegated Budget as necessary, to manage the following Delegated Matters:
 - 4.1 Council strategy and policies, and in particular to:
 - 4.1.1 consider and make recommendations to Council on long term plans and strategy and other policy and strategic matters;
 - 4.1.2 review the: Policy Guidance and Glossary, Code of Conduct, Standing Orders, these Committees and Other Bodies Terms of Reference, and Financial Regulations, at least annually;
 - 4.1.3 keep oversight of other Policies and procedures and organise their review over an agreed three year cycle;
 - 4.2 any legal issues;
 - 4.3 all matters delegated under the Financial Regulations, including:
 - 4.3.1 preparation of the Annual and Delegated Budgets for Council approval;
 - 4.3.2 forward planning;
 - 4.3.3 accounting and audit;
 - 4.3.4 budgetary control, including Virement;
 - 4.3.5 banking and payments;
 - 4.3.6 loans, investments and grants;
 - 4.3.7 income;
 - 4.3.8 orders, tenders and contracts;
 - 4.3.9 control of assets;
 - 4.4 insurance and risk (other than insurance or risk specifically delegated to another Body);
 - 4.5 the appointment of the internal auditor.
- 5 To oversee office administration.

- 6 To oversee all matters relating to employment, personnel and training, and in particular to:
 - 6.1 propose Officer appointments and employment contracts, and any amendments to such contracts, to Council for ratification or agreement;
 - 6.2 agree employment contracts with Officers, and agree any necessary changes, for consideration by Council;
 - 6.3 establish and oversee a Personnel Sub-Committee to manage personnel issues on behalf of F&GP, in accordance with its particular Terms of Reference;
 - 6.4 ensure appropriate training is available to Councillors and Officers;
 - 6.5 create, review, and as necessary amend, all of the Council's Policies relating to personnel matters.
- 7 To ensure that the Council communicates effectively and efficiently.

Sub-Body

- 8 The Committee has established the Personnel Sub-Committee to undertake those matters delegated to it by the Committee, as set out in its Appendix.

Communities Committee

Purpose of the Committee

1 To

Delegated Matters

2 In accordance with its Delegated Budget to manage the following Delegated Matters:

3

4

Sub-Bodies

5 The Committee has established the following Sub-Bodies, to undertake those matters delegated to them by the Committee, as set out in their Appendices:

- the Climate and Environment Steering Group;
- the Community Involvement Steering Group;
- the Mortimer to Burghfield Footpath and Cycleway Steering Group.

Facilities Committee

Purpose of the Committee

- 1 To manage, develop and/or keep oversight of all land and facilities on that land in the control of the Council (“**the Land**”):
 - The Fairground and Fairground Car Park;
 - the Parish Cemetery;
 - the West End Road Car Park;
 - the Pillbox;
 - Hammonds Heath War Memorial;
 - the Pound and Heath Elm Pond;
 - Five Oaken Common;
 - Windmill Common;
 - Brewery Common;
 - Summerlug.

Delegated Matters

- 2 In accordance with its Delegated Budget as necessary, to manage the following Delegated Matters:
 - 2.1 the management, upkeep, maintenance and enhancement of all aspects of the Land generally including the grounds, grass and other surfaces, trees, hedging, entrance and other gates, fencing, ponds, verges and ditches;
 - 2.2 the administration of The Fairground, and, in particular, any necessary regulations regarding the use or otherwise of the tennis courts, multi use games area, playground and exercise equipment;
 - 2.3 the administration of the Parish Cemetery and control of the Cemetery Regulations and any associated Documents, rules, etc;
 - 2.4 establishing any rules, etc, relating to the use of any element of the Land.
- 3 The setting of any fee or fees in relation to the use of any element of the Land (for example Cemetery fees, fees for the use of the tennis courts, and fees for the use of The Fairground).
- 4 The management of risk in relation to any relevant aspect of the Land.

Planning and Highways Committee

Purpose of the Committee

- 1 To deal with:
 - planning applications and related matters;
 - planning policy;
 - licensing matters;
 - highways matters.

Delegated Matters

Planning

- 2 On behalf for the Council to comment (where the Council has an ability to comment) in respect of the following:
 - 2.1 relevant planning applications being considered by WBC;
 - 2.2 relevant proposals as to planning policy initiated by WBC, nationally, etc;
 - 2.3 proposed tree preservation orders;
 - 2.4 proposals to street names and numbering;
 - 2.5 consultations relating to planning matters.
- 3 To attend meetings of a WBC Planning Committee meeting in relation to any relevant planning application being considered, to give views on behalf of the Council (the Committee Chairman, or an individual they designate, shall represent the Council).
- 4 To appoint, and liaise with, a Neighbourhood Plan Sub-Committee in relation to those Delegated Matters assigned to it by the Committee (see Appendix Bd).

Licensing

- 5 On behalf for the Council to comment (where the Council has an ability to comment) in respect of the following:
 - 5.1 relevant licensing applications being considered by WBC;
 - 5.2 relevant proposals as to licensing policy initiated by WBC;
 - 5.3 consultations relating to licensing matters.

Highways

- 6 On behalf for the Council to comment (where the Council has an ability to comment) in respect of proposals as to anything affecting the highway network within the Parish (or a neighbouring parish), including Public Rights Of Way ("**PROWs**").
- 7 To monitor, and as necessary report to WBC/landowners, in respect of the condition of roads, footways, PROWs and permissive paths.
- 8 To seek to develop the footpath network within the Parish and promote its use.
- 9 To monitor...

Personnel Sub-Committee

Purpose of the Sub-Committee

- 1 To manage and make decisions about all staffing matters.

Membership

- 2 The Council Chairman, the Council Vice-Chairman, and at least two other members of F&GP.

Chairman

- 3 The Council Chairman shall chair the Sub-Committee.

Delegated Powers

- 4 In accordance with the Financial Regulations, and its Delegated Budget as necessary, to manage the following Delegated Matters:
 - 4.1 to establish and keep under review the Officer structure (noting that any substantive change to Officer resource will require Council approval);
 - 4.2 to keep those Council Policies relating to personnel matters under review and propose and changes to F&GP;
 - 4.3 the annual review of salary pay scales;
 - 4.4 the recruitment process for Officers and making recommendations as to employment to F&GP;
 - 4.5 the drafting of employment contracts and changes to the same for consideration by F&GP;
 - 4.6 arranging and/or engaging with the performance management and appraisal of Officers in accordance with personnel Policies and employment contracts;
 - 4.7 considering any grievance or disciplinary matters in accordance with relevant Policies.

Meetings

- 5 The Sub-Committee Chairman, or two Sub-Committee Members, may call a Meeting at any time upon notice in accordance with the Standing Orders.
- 6 Generally, Sub-Committee Meetings will be held in private (ie the absence of anyone other than Sub-Committee Members) given the nature of the items to be discussed.

Climate and Environment Steering Group

Purpose of the Steering Group

- 1 To advise the Community Committee and the Council regarding all aspects of the climate and environment, and to represent the Council on bodies, and in respect of initiatives, regarding such.

Membership

- 2 XXX.

Chairman

- 3 The Steering Group shall elect a Steering Group Chairman at its first meeting following the Annual Meeting, or at its next meeting following a vacancy.

Delegated Matters

- 4 To undertake actions, research, projects, etc that will make a positive contribution to climate and environment conservation within the Parish and generally;
- 5 To take such steps as deemed necessary to increase community involvement in tackling climate change and environmental issues.
- 6 To join in any local initiatives in furtherance of the Steering Group's Purpose as agreed by Members.
- 7 To represent the Council on the WBC Climate Forum.

Meetings

- 8 The Steering Group Chairman, or two Steering Group Members, may call a meeting at any time upon reasonable notice.

Community Involvement Steering Group

Purpose of the Steering Group

- 1 To advise the Community Committee and the Council regarding involvement in community projects, initiatives, events, etc.

Membership

- 2 XXX.

Chairman

- 3 The Steering Group shall elect a Steering Group Chairman at its first meeting following the Annual Meeting, or at its next meeting following a vacancy.

Delegated Matters

- 4 To

5

Meetings

- 6 The Steering Group Chairman, or two Steering Group Members, may call a meeting at any time upon reasonable notice.

Mortimer to Burghfield Footpath and Cycleway Steering Group

Purpose of the Steering Group

- 1 To advise the Community Committee and the Council regarding actions to be taken in respect of the Mortimer to Burghfield Footpath and Cycleway project (“**the Project**”).

Membership

- 2 XXX.

Chairman

- 3 The Steering Group shall elect a Steering Group Chairman at its first meeting following the Annual Meeting, or at its next meeting following a vacancy.

Delegated Matters

- 4 To take all steps necessary to see the Project through to completion, including:
 - 4.1 liaison with WBC;
 - 4.2 ...;

Neighbourhood Plan Steering Group

Purpose of the Sub-Committee

- 1 To produce a draft Stratfield Mortimer Neighbourhood Plan for proposed adoption in advance of the WBC (emerging) Local Plan period (from 2026)
- 2 To review progress in respect of the Stratfield Mortimer Neighbourhood Development Plan (2017).
- 3 To liaise generally with the Planning and Highways Committee regarding development of planning policy (locally and nationally).

Membership

- 4 XXX.

Chairman

- 5 The Steering Group shall elect a Steering Group Chairman at its first meeting following the Annual Meeting, or at its next meeting following a vacancy.

Delegated Matters

- 6 Delegated Matters assigned to it by the Committee.
 - 6.1 local planning policy arising from the Stratfield Mortimer Neighbourhood Development Plan (2017);
 - 6.2 the development of a Stratfield Mortimer Neighbourhood Development Plan.