Wanborough Parish Council
Planning, Finance and Policy Committee
Terms of Reference

1. Delegation

a. Wanborough Parish Council has agreed to adopt the Terms of Reference for the Planning, Finance and Policy Committee at its meeting held on 22nd May 2017.
b. Wanborough Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year

2. Procedures and Membership

a. The committee will operate within Wanborough Parish Council's Standing Orders, Financial Regulations, Code of Conduct and Local Government Law.
b. At the Annual Parish Council meeting of Wanborough Parish Council the Parish Council shall appoint members to this committee.
c. At the Annual Parish Council meeting of Wanborough Parish Council the Parish Council will elect a Chairperson for the committee.
d. At the first committee meeting following the Annual Parish meeting the committee will elect a Vice Chairperson for the committee.
e. The committee will comprise of Chairperson & Vice Chairperson of the Parish Council plus a maximum of 4 other Parish Councillors.
f. Only appointed committee members will be able to vote and participate at the meeting.
g. The Committee will submit all its minutes of meetings for ratification to the next full Parish Council meeting after the committee meeting.
h. The Parish Clerk will provide administrative support for the Committee.

3. Meeting Dates

a. The date of the annual Finance meeting to discuss the budget for the forthcoming year will be agreed at the Annual Parish Council meeting.
b. The date for the half yearly review of Parish Council's finances and review of all policies meeting to be agreed at the Annual Parish Council meeting.
c. All other Committee meetings will called and held as and when needed.

4. Committee Functions

<u>Finance Committee</u>

a. To review on an annual basis Council's adopted Financial Regulations for managing all aspects of Council's finance and recommend any amendments as appropriate for adoption by Full Council.
b. Ensure that the Parish Council's financial practices comply with the Financial Regulations set out by the Audit Commission, Central Government and Council's adopted Financial Regulations.
c. To review Wanborough Parish Council spend compared with budget for each financial year.
d. To review Hooper's Field spend compared with budget for each financial year.
e. To review Licence Fees for Hooper's Field and put forward recommendation for any increase in fees to Full Council
f. To review the Hooper's Field room hire fee and put forward recommendation for any increase to Full Council
g. To manage and monitor all funds and investments
h. To review on an annual basis Wanborough Parish Council's Capital Reserves and put forward any changes to Full Council.

Adopted: May 2017
Last Reviewed: May 2021

i. To recommend the Precept and Budget to Full Council

Planning Committee

Planning applications are discussed as part of a normal Full Council meeting, however when the deadline for comments to be made to Swindon Borough Council fall so that they cannot be discussed at Full Council a Planning Committee meeting is called. This is only in exceptional circumstances where an extension from Swindon Borough Council has not been allowed.

a. To review Planning Applications received and to make comments to Swindon Borough Council
b. To work closely with Swindon Borough Council on all Planning matters.

Policy

a. On an annual basis to review all Parish Council's policies and put forward any recommendation for amendments to Full Council.
b. To review and discuss whether there is a need for any new Policies based on current legislation and put forward proposals for approval at Full Council.

Wanborough Parish Council
Hooper's Field Management Committee
Terms of Reference

1. Delegation

a. Wanborough Parish Council has agreed to adopt the Terms of Reference for the Hooper's Field Management Committee at its meeting held on 18th December 2023 and has recorded the decision under minute FC/12-18/23/10.a
b. Wanborough Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Procedures and Membership

a. The committee will operate within Wanborough Parish Council's Standing Orders, Financial Regulations, Code of Conduct and Local Government Law.
b. At the Annual Parish Council meeting of Wanborough Parish Council the Parish Council shall appoint members to this committee.
c. At the Annual Parish Council meeting of Wanborough Parish Council the Parish Council will elect a Chairperson for the committee.
d. At the first committee after the Annual Parish Council meeting, the committee will elect a Vice Chairperson for the committee.
e. The committee will comprise of Chairperson & Vice Chairperson of the Parish Council plus a maximum of 3 other Parish Councillors. One representative from each of the Hooper's Field Clubs will be invited to attend the meeting.
f. Only appointed committee members will be able to vote and participate at the meeting.
g. The quorum of the committee shall be 3 Parish Councillors.
h. The Committee will submit all its minutes of meetings for ratification to the next full Parish Council meeting after the committee meeting.
i. The Committee will submit any items that need to be considered in the budget to the Clerk for the forthcoming financial year at the appropriate meeting in November.
j. The Parish Clerk will provide administrative support for the Committee.

3. Meeting Dates

a. The schedule of meetings shall be agreed at the Annual Parish Council meeting.
b. The Committee shall meet twice a year as a minimum at Hooper's Field Sports Pavilion.

4. Committee Functions

<u>Hooper's Field</u>

a. To promote the use of Hooper's Field Sports Facility to residents in the Parish.
b. Responsible for the maintenance and upkeep of Hooper's Field Sport Facility.
c. To ensure the facility meets all Health and Safety requirements.
d. To carry out a risk assessment of the Sports Facility and to review it annually.
e. To carry out a fire risk assessment of the Pavilion and to review it annually.
f. To review the grounds maintenance contract on an annual basis.
g. To review the cleaning contract on an annual basis.
h. To follow up on complaints received in relation to the facility.

Adopted: May 2017
Last Reviewed: May 2021

i. To approve expenditure within the budget of the committee.
j. To meet with representatives of the clubs (users of the facility) at least twice a year.
k. To put forward any recommendation for improvement of the facility to Full Council.

Sports Facilities

a. To carry out an annual inspection of all sporting equipment including:-
    - Football goalposts
    - Football dug outs.
    - Tennis courts
    - Bowls Green area
    - Cricket equipment
b. To put forward any recommendations for improvements to Full Parish Council.

Project

a. To liaise with Swindon Borough Council in relation to the Planning Application and answer any queries they may have.
b. To compile a specification for Parish Council to go out to tender for a "Project Manager" or "Professional Expert" to help with the improvements at Hooper's Field.
c. To finalise the business case which will provide supporting evidence for any grant application.
d. To review all funding options and complete grant funding applications.
e. To liaise with SBC for possible S106 & CiL funding;
f. To liaise with Sport Associations to discuss funding opportunities;
g. To gain estimates and quotes for proposed works;
h. To compile a 10 year financial projection of Hooper's Field, which will be reviewed annually, showing how the improvements will be financed, and what the future income and costs will include.
i. Keep Parish Council fully informed of progress.

Wanborough Parish Council
Footpaths and Village Maintenance Committee
Terms of Reference

1. **Delegation**

a. Wanborough Parish Council has agreed to adopt the Terms of Reference for the Village Maintenance and Footpaths Committee at its meeting held on 22nd May 2017.

b. Wanborough Parish Council will carry out regular reviews of their Terms of Reference.

2. **Procedures and Membership**

a. The committee will operate within Wanborough Parish Council's Standing Orders, Financial Regulations, Code of Conduct and Local Government Law.

b. At the Annual Parish Council meeting of Wanborough Parish Council the Parish Council shall appoint members to this committee.

c. At the Annual Parish Council meeting of Wanborough Parish Council the Parish Council will elect a Chairperson for the committee.

d. At the first committee after the Annual Parish Council meeting, the committee will elect a Vice Chairperson for the committee.

e. The committee will comprise of Chairperson & Vice Chairperson of the Parish Council plus a maximum of 4 other Parish Councillors.

f. Only appointed committee members will be able to vote and participate at the meeting

g. The Committee will submit all its minutes of meetings for ratification at the next full Parish Council meeting after the committee meeting.

h. The Committee will submit any items that need to be considered within the budget via the Clerk for the Finance Committee for the forthcoming financial year at the appropriate meeting in November.

i. The Parish Clerk will provide administrative support for the Committee.

3. Meeting Dates

a. The schedule of meetings shall be agreed at the Annual Parish Council meeting

b. The Committee shall meet twice a year as a minimum at Hooper's Field Sports Pavilion.

4. Committee Functions

<u>Village Maintenance</u>

Village Maintenance committee is responsible for the maintenance of the following Parish's Open Spaces:-

- Lower Recreation Field
- Church Meadow and area next to Church & Church car park.
- Beanlands Open Space
- Badger's Close Open Space
- Rodway Open Space

And following Parish Street Furniture:-

- Bus shelters
- Seats
- Noticeboards
- Litter Bins

Adopted: May 2017
Last Reviewed: May 2021

And the following Play Areas:

- Lower Recreation Play Area
- Church Meadow Play Area

b. To ensure that the Parish Open Space's and Street Furniture is properly maintained, and to report any problems to the Parish Clerk.
c. To carry out a risk assessment for the play areas and to review annually
d. To check the Village Lengthsman weekly visual inspection reports for the play areas and to make any necessary repairs.
e. To check the annual inspection report for the play areas and to make any necessary repairs
f. To approve expenditure within the budget of the committee
g. To put forward any recommendations for improvement to Parish Open Spaces and Street Furniture to Full Council.
h. To follow up and inspect any complaints received from residents.
i. To organise the annual Village clean-up day.

<u>Footpaths</u>

a. To promote the use of Parish Rights of Way,,
b. To carry out monthly inspections of Parish Rights of Way and to report any problems to Parish Clerk
c. To follow up and inspect any footpaths complaints received from residents,
d. To put forward recommendations for improving the Parish Rights of Way to Full Council

Wanborough Parish Council
Allotments Committee
Terms of Reference

1. Delegation

a. Wanborough Parish Council has agreed to adopt the Terms of Reference for the Allotment Committee at its meeting held on 22nd May 2017.
b. Wanborough Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Procedures and Membership

a. The committee will operate within Wanborough Parish Council's Standing Orders, Financial Regulations, Code of Conduct and Local Government Law.
b. At the Annual Parish Council meeting of Wanborough Parish Council the Parish Council shall appoint members to this committee.
c. At the Annual Parish Council meeting of Wanborough Parish Council the Parish Council will elect a Chairperson for the committee
d. At the first committee after the Annual Parish Council meeting, the committee will elect a Vice Chairperson for the committee.
e. The committee will comprise of Chairperson & Vice Chairperson of the Parish Council plus a maximum of 3 other Parish Councillors.
f. Only appointed committee members will be able to vote and participate at the meeting
g. The Committee will submit all its minutes of meetings for ratification at the next full Parish Council meeting after the committee meeting.
h. The Committee will submit any items that need to be considered within the budget via the Clerk for the Finance Committee for the forthcoming financial year at the appropriate meeting in November.
i. The Parish Clerk will provide administrative support for the Committee.

3. Meetings Dates

a. The schedule of meetings shall be agreed at the Annual Parish Council meeting
b. The Committee shall meet twice a year as a minimum at Hooper's Field Sports Pavilion.

4. Committee Functions

<u>Allotments</u>

a. To promote the allotments to the Parish.
b. To regularly inspect the allotment site, areas to include allotment plots, footpaths, entrance and car park, to ensure the area is maintained to a safe standard.
c. To carry out a risk assessment of the allotment site and to review annually.
d. To ensure the allotment noticeboard is kept up to date.
e. To ensure the allotment tenants are maintaining their plots as per their allotment agreement, and to report any problems to the Clerk.
f. To put forward recommendation for changes to the allotment agreement to Full Council,
g. To put forward recommendation for improvement to the allotment site to Full Council
h. To organise the annual allotment competition in conjunction with the Wanborough Show Committee
i. To approve expenditure within the budget of the Committee.

Adopted: May 2017
Last Reviewed: May 2021

Wanborough Parish Council
Staffing Committee
Terms of Reference

1. Delegation

a. Wanborough Parish Council has agreed to adopt the Terms of Reference for the Staffing Sub Committee at its meeting held on 18th December 2023 and has recorded the decision under minute FC/12-18/23/9.a

b. Wanborough Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Procedures and Membership

a. The subcommittee will operate within Wanborough Parish Council's Standing Orders, Financial Regulations, Code of Conduct and Local Government Law.

b. At the Annual Parish Council meeting of Wanborough Parish Council the Parish Council shall appoint members to this committee.

c. The subcommittee will comprise of Chairperson of the Parish Council and a Vice-Chair, plus a maximum of 1 other Parish Councillors.

d. Only appointed subcommittee members will be able to vote and participate at the meeting.

e. Due to the confidential matters discussed at this meeting The Public and Press will not be admitted to these meetings as "in accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

f. The Sub Committee are responsible for the employment and welfare of all employees.

g. The Parish Clerk will provide administrative support for the Sub Committee.

h. If committee members need to discuss matters that cannot be discussed in clerks presence, clerk will be asked to step out of the meeting and notes will be taken by the Chair for that period.

3. Meetings

a. Staff appraisals to be held once a year at a date to be agreed between staff and subcommittee.

b. The Staffing Committee shall meet at least quarterly.

c. Additional meetings scheduled as needed.

d. Agendas and Minutes will be captured for each meeting and stored centrally in WPC document repository.

e. Where confidentiality requires limiting access to Staffing Committee members only, these minutes will be retained in a separate folder with appropriately restricted permissions.

4. Committee Functions

a. Committee will have delegated authority to undertake end to end recruitment for any parish council employees when required. For appointment of all WPC employees, the recommended appointments will be brought to the full council for approval by majority vote. The full council may be required to attend an extraordinary session to fit recruitment timelines.

b. Committee will ensure performance and development objectives for all staff are set and reviewed through the year. Specifically for the Clerk, this committee will set objectives, review throughout the year and then assess performance against objectives at year end. The committee shall recommend any pay rise that will be awarded to clerk (and any other employees if appropriate), based on performance over the year and in accordance with NALC/SLCC national salary pay scales. Each year this committee will estimate projected increases in staff costs based on performance related pay

increases and provide them to the Finance and Planning Committee who will incorporate these into the budget.

c. Employee pay rises will be subject to approval via majority vote of full council.
d. As a professional and responsible employer, employee pay rises will be treated as a cost of doing business and will not be subject to approval via vote.
e. Committee will review job descriptions and recommend changes or updates as necessary.
f. This committee will review and recommend updates to the Parish Council's staffing policies and procedures.
g. Committee will monitor employee well-being and take action as a responsible employer to address issues when required.
h. Committee will have responsibility for employee training and development needs.
i. Committee will ensure any staffing-related grievances and employee concerns are managed and resolved as per any relevant policies and procedures.
j. Committee members are required to maintain strict confidentiality regarding all matters discussed during committee meetings. Staffing committee papers distribution will be restricted to Parish Councillors only.
k. The Staffing Committee will be responsible for matters related to human resources, staffing, and employment policies. The committee's primary purpose is to provide recommendations and advice to the Parish Council on staffing issues, policies, and procedures to ensure a fair, effective, and harmonious working environment for all employees.