



**WROUGHTON PARISH COUNCIL**

# **Terms of Reference & Delegation Scheme**

**Adopted 15 May 2017**

## **DECISION MAKING**

The Full Council can take all decisions on behalf of the Parish Council, or it may appoint one or more committees for the purpose of discharging any of its functions.

This document sets out:

The Terms of Reference for each Committee

The Functions delegated to Committees

The Terms of Reference for each Working Party

## **Matters to be resolved only by Full Council**

1. To approve the annual budget and the Precept.
2. To approve the End of Year Accounts and Annual Return.
3. Adoption of new policies.
4. To maintain Standing Orders and Financial Regulations.
5. To maintain the Council's other Policy Documents.
6. To review annually the Council's Risk Assessment.
7. To determine the functions and constitution (terms of reference and delegated authority) of Committees and Working Parties.
8. To determine the Committee structure annually at the Annual Parish Council.
9. To appoint representatives on outside bodies annually at the Annual Parish Council and filling vacancies that occur during the year.
10. The setting up of Working Parties (including the Committee to which they should report).
11. To set the Calendar of Meetings of the Council and its Committees.
12. To fill vacancies occurring on any Committee or Full Council.
13. To approve the borrowing of money and loan applications.
14. The awarding of a Contract following the Tendering Process.
15. To consider complaints in accordance with the Complaints Procedure.
16. To appoint annually the Council's Internal Auditor and review of the Effectiveness of the Internal Audit.
17. To have responsibility for the Kings Farm Wood Working Party.
18. To have responsibility for the Wichelstowe Working Party.
19. To have responsibility for the Wroughton Churchyard Working Party.
20. To approve expenditure from the Revenue Budget and General Balances of over £10,000.
21. To deal with matters that do not fall within the province of any committee and such other matters as may be referred to the Full Council by a committee.

## Finance and General Purposes Committee

### General

The Finance and General Purposes Committee will generally meet monthly.

Committee membership shall comprise the Chair and Vice-Chair of the Parish Council, the Committee Chairs and sufficient other members to bring the membership to a total of seven.

The Chair of the Parish Council shall also be the Chair of the Finance and General Purposes Committee. The Vice-Chair of the Parish Council shall also be the Vice-Chair of the Finance and General Purposes Committee.

### Terms of Reference

To deal with all financial aspects of the Council.

To deal with all staff issues and conditions of service.

### Delegated to Committee

1. To review at each meeting the financial accounts of the Council.
2. To review quarterly the revenue budget of the Council.
3. To select such bank accounts for the Council as it considers appropriate and investments.
4. To ensure that adequate insurance cover is in place for Council property and all Council activities.
5. To consider all personnel issues concerning the staff of the Council including staff salary reviews and their conditions of service.
6. To be responsible for staff appointments.
7. To be responsible for the Council's office equipment and accommodation needs.
8. To be responsible for the Council's communications to the press and public.
9. To consider all new leases and the renewal of existing leases.
10. To negotiate land transaction on behalf of the Council.
11. To approve expenditure within the budget of the Committee up to a maximum of £10,000.
12. To consider grants and Section 137 payments.

13. To organise the Annual Remembrance Day Service.
14. To consider initial complaints in accordance with the Complaints Procedure.
15. To approve expenditure from funds within the purview of the Committee and expenditure from General Balance up to a maximum of £10,000.
16. To deal with any other matter of a financial nature.

## Planning Committee

### General

The Planning Committee will meet every other week. Committee membership is open to all Members of the Council.

### Terms of Reference

To respond to Planning Authorities on behalf of the Council in respect of planning applications, planning documents and planning policy documents.

### Delegated to Committee

1. To respond on behalf of the Council on all Planning Applications, Listed Building Consents and other Planning documents.
2. To respond on behalf of the Council to Planning Appeals.
3. To respond on behalf of the Council to Tree Preservation Orders.
4. To respond on behalf of the Council to planning policy documents.
5. To make representation to Planning Authorities breaches of planning control and failure to comply with conditions of planning permissions.
6. To review and respond to enforcement notices.
7. To agree representatives to speak on behalf of the Council at Planning Committee Meetings of Swindon Borough Council, Public Inquiries and similar Planning Inspection Meetings.
8. To approve expenditure within the budget of the Committee up to a maximum of £10,000.
9. To approve expenditure from funds within the purview of the Committee and expenditure from General Balance up to a maximum of £10,000.
10. To deal with other matters of a planning nature.

## Leisure and Amenities Committee

### General

The Leisure and Amenities Committee generally meets every other month. Committee membership is open to all Members of the Council.

### Terms of Reference

To manage the recreation areas at the Weir Field and Maunsell Way and other open spaces within the parish.

To encourage sport, leisure, arts and tourism within the parish.

### Delegated to Committee

1. To administer and maintain the Weir Field, including the pavilion.
2. To administer and maintain Maunsell Way, including the pavilion.
3. To maintain the play areas and review the annual safety inspections.
4. To maintain other areas of public open spaces in the parish that are the responsibility of the Council.
5. To administer and maintain the allotments.
6. To monitor the provision for young people within the parish including Wroughton Youth Club.
7. To be responsible for all the vehicles and machinery owned by the Council to carry out the maintenance.
8. To determine charges for use of the pavilions, sports facilities and the allotments.
9. To promote sports, the arts and tourism within the parish.
10. To oversee the annual carnival and work with the carnival committee.
11. To work in conjunction with Vision for Wroughton with the maintenance of Willow Brook Gardens.
12. To have responsibility for the Allotment Working Party.
13. To have responsibility for the Christmas Working Party.
14. To have responsibility for the Sports Facilities Working Party.
15. To have responsibility for the Play Area Working Party.

16. To approve expenditure within the budget of the Committee up to a maximum of £10,000.
17. To approve expenditure from funds within the purview of the Committee and expenditure from General Balance up to a maximum of £10,000.
18. To deal with other matters of a leisure nature.



## **Environment and Road Safety Committee**

### **General**

The Environment & Road Safety Committee generally meets every other month. Committee membership is open to all Members of the Council.

### **Terms of Reference**

To deal with matters relating to the environment and well being of the inhabitants of the parish.

To deal with matters relating to highways and road safety.

### **Delegated to Committee**

1. To monitor the policing within the parish and receive Police reports.
2. To monitor the general maintenance of all highways and pavements within the parish.
3. To maintain agreed grass verges within the village.
4. To maintain the bus shelters owned by the Parish Council.
5. To administer and maintain the benches and public seats owned by the Parish Council.
6. To administer and maintain the dog waste bins owned by the Parish Council.
7. To maintain the litter bins owned by the Parish Council.
8. To maintain the Parish War Memorial.
9. To monitor the state of footpaths within the parish and respond to all matters regarding Rights of Way.
10. To monitor the public transport provision for the parish.
11. To monitor traffic, parking, and pedestrian issues in relation to the environment of the parish.
12. To provide floral planting for the Parish Council's flower beds.
13. To maintain the Parish Council's public notice boards.
14. To monitor the condition of the rivers and streams in the Parish.
15. To have responsibility for the Footpaths & Cycling Working Party.
16. To approve expenditure within the budget of the Committee up to a maximum of £10,000.

17. To approve expenditure from funds within the purview of the Committee and expenditure from General Balance up to a maximum of £10,000.
18. To deal with other matters of an environmental nature.

## **Christmas Working Party**

### **General**

The Christmas Working Party reports to the Leisure & Amenities Committee.

The Christmas Working Party has been established to formulate proposals and make recommendations on Christmas celebrations for Wroughton.

The membership of the Christmas Working Party shall include representatives from the Christmas Tree Committee and Vision for Wroughton.

The Christmas Working Party shall meet as and when required.

### **Terms of Reference**

1. To organise the lighting of the Christmas Tree celebrations in Wroughton.
2. To formulate and submit recommendations for further Christmas celebrations in Wroughton to the Leisure & Amenities Committee.

## **Response Working Party**

### **General**

The Response Working Party reports to the relevant Committee or Full Council depending on the nature and subject of the consultation.

The Response Working Party has been established to consider and respond to consultations from Swindon Borough Council or any other organisation.

The Response Working Party will meet as and when required.

### **Terms of Reference**

1. To consider consultations received by the Full Council or any of its committees and submit recommendations thereon to the relevant Committee or Full Council.

## **Allotment Working Party**

### **General**

The Allotment Working Party reports to the Leisure & Amenities Committee.

The Allotment Working Party has been established to consider and make recommendations on all matters relating to the allotments.

The Allotment Working Party will include 2 Allotment Holders that will be appointed at the Annual Plot Holders Meeting in September.

### **Terms of Reference**

1. To advise on any necessary changes required to the allotment regulations and tenancy agreement.
2. To offer suggestions for improvements to the running of the allotment site.
3. To advise on any necessary actions for non-compliance with tenancy agreements.
4. To advise of any other issues relating to the allotments.

## **Sports Facilities Working Party**

### **General**

The Sports Facilities Working Party reports to the Leisure & Amenities Committee.

The Sports Facilities Working Party has been established to work with Swindon Borough Council to identify and provide more sports facilities in Wroughton.

### **Terms of Reference**

1. To identify possible sites within the Parish of Wroughton for a variety of different sports.
2. To consult with Swindon Borough Council on the viability of the sites identified being used for the designated sport.
3. To recommend to Leisure and Amenities Committee sites identified for sports facilities before proceeding further.
4. On instruction from the Leisure and Amenities Committee contact the owner of the land to see if the land can be leased or purchased by the Parish Council to provide sports facilities.
5. To discuss with the owner and then recommend terms for a lease or purchase of sports facilities.
6. To work with sports clubs to expand and diversify the use of the current land available for sport.
7. To deal with any other related issues concerning sports facilities.

## **Footpaths and Cycling Working Party**

### **General**

The Footpaths & Cycling Working Party reports to the Environment & Road Safety Committee.

The Footpaths and Cycling Working Party has been established to work with Swindon Borough Council to identify and improve footpaths and cycling paths within the Parish of Wroughton.

### **Terms of Reference**

1. To identify possible new routes for footpaths and cycleways within the Parish of Wroughton.
2. To identify existing and new routes for footpaths and cycleways to the Waitrose store in Wichelstowe and wider Swindon. To produce a report for approval of the Environment & Road Safety Committee assessing the demand and indicating the preferences and priorities of the Parish Council for the Wichelstowe Team at Swindon Borough Council.
3. To identify existing and new routes for footpaths and cycleways from the village centre to the Ridgeway National Trail/ Barbury Castle.
4. To review all footpaths and cycleways in the parish of Wroughton.
5. To encourage walking and cycling in the Parish.
6. To deal with any other related issues concerning footpaths and cycling.

## **Kings Farm Wood Working Party**

### **General**

The Kings Farm Wood Working Party reports to Full Council.

The Kings Farm Wood Working Party has been established to work with Swindon Borough Council and Wiltshire Wildlife Trust to identify and oversee the use of the fund raised by the Parish Council with the help of the general public towards the purchase of the wood.

The Working Party will recommend to Full Council new projects to be undertaken at Kings Farm Wood and how they will be funded.

### **Terms of Reference**

1. To identify possible new project for funding within Kings Farm Wood in conjunction with the Management Committee of Kings Farm Wood.
2. To work within the Financial Regulations of the Parish Council for any procurement or expenditure from the fund.
3. To identify any possible grants that may be available for further work at Kings Farm Wood and put together grant applications.
4. To organise any further fundraising for the projects identified.



## **Wichelstowe Working Party**

### **General**

The Wichelstowe Working Party will report to Full Council.

The Wichelstowe Working Party has been set up to look at the wider implications of the increase in population in the parish from the development of Wichelstowe and to monitor the impact of the development on the Parish.

### **Terms of Reference**

1. To make recommendations on the future representation on the Parish Council for people living in Wichelstowe.
2. To make recommendations on the future of Wichelstowe when the building of new homes is completed.
3. To identify and make recommendations on the additional workload of the office staff and outside team in the interim.
4. To work with the Wichelstowe Project Team and the Joint Venture Company to ensure that any negative impacts on the Parish from the development are minimised and the positive impacts maximised.
5. To work with the Wichelstowe Project Team and the Joint Venture Company to ensure that the traffic monitoring and modelling agreed by SBC Planning Committee in 2014 is carried out, that data is used when the options for the Western Access are reviewed and that the Parish Council are fully consulted before any final decision on the route of the Western Access is made.

## **Play Area Working Party**

### **General**

The Play Area Working Party reports to Leisure & Amenities Committee.

The Play Area Working Party has been set up to review the work that is required to refurbish any play area, fencing and other issues at play area open spaces.

The Working Party will draw up a plan of the work to be done including costings.

Membership shall include members of the Council and may also include members of the public and/or stakeholders who have a particular link to or interest in any play area.

### **Terms of Reference**

1. To make recommendations on the play equipment to be purchased for any play area to Leisure & Amenities Committee.
2. To investigate any grants that may be available toward the cost of the refurbishment of any play area.
3. To obtain quotations for the work to the fencing at the play area.
4. To identify and obtain quotations for work to the boundary fencing.
5. To identify and obtain quotations for any other improvement work required at any site.

## **Wroughton Churchyard Working Party**

### **General**

The Wroughton Churchyard Working Party reports to Full Council.

The Wroughton Churchyard Working Party has been set up to work with Wroughton Parochial Church Council to find a solution to the churchyard being full and finding an alternative site for burials in the parish.

Membership shall include members of the Council and members of the Wroughton Parochial Church Council.

### **Terms of Reference**

1. To evaluate the work already completed by Wroughton Parochial Church Council in exploring an extension of the churchyard.
2. To identify and investigate the suitability of other sites within the parish.
3. To make recommendation to Full Council on the purchase or lease of suitable land for a new churchyard.
4. To make recommendation to Full Council on the future operations of a new churchyard including the financial implications.
5. To deal with any other related issues concerning the churchyard.