



WROUGHTON PARISH COUNCIL

Terms of Reference & Delegation Scheme

**Adopted 13 May 2019
Version 1**

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 monitor the policing within the parish and receive Police reports.
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 have responsibility for the Emergency Plan Working Party.
21. To approve expenditure from the Revenue Budget and General Balances of over £10,000.
22. 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

Membership

Seven.

Quorum

Four.

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. Delegated authority to approve communications is given to the Chair or Vice Chair and one other member of the F&GP committee.
9. To consider all new leases and the renewal of existing leases.
10. To negotiate land transaction on behalf of the Council.
11. To consider grants and Section 137 payments.
12. To organise the Annual Remembrance Day Service.

13. To consider initial complaints in accordance with the Complaints Procedure.
14. To have responsibility for the Recruitment Working Party.
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.
17. To appoint annually the Council's Internal Auditor and review of the Effectiveness of the Internal Audit.

Planning and Highways Committee

Membership

Minimum of seven.

Quorum

Half total membership.

General

The Planning and Highways Committee will generally meet fortnightly. 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.

To deal with matters relating to highways and road safety.

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 deal with matters arising regarding the general maintenance of all highways and pavements within the parish.
9. To deal with matters arising regarding the public transport provision for the parish.
10. To deal with matters arising regarding traffic, parking, and pedestrian issues in relation to the safety and highways of the parish.
11. To approve expenditure from funds within the purview of the Committee and expenditure from General Balance up to a maximum of £10,000.
12. To deal with other matters of a planning or highways nature.

Community Assets Committee

Membership

Minimum of seven.

Quorum

Half total membership.

General

The Community Assets Committee generally meets bi-monthly. Committee membership is open to all Members of the Council.

Terms of Reference

To manage the community buildings at the Weir Field, Maunsell Way, Wharf Road and other buildings and assets owned or leased by the Parish Council.

To consider any new or refurbishment of existing community buildings.

Delegated to Committee

1. To administer and maintain the Weir Field pavilion.
2. To administer and maintain the Maunsell Way pavilion.
3. To maintain the play areas and review the annual safety inspections.
4. To be responsible for all the vehicles and machinery owned by the Council to carry out the maintenance.
5. To maintain the bus shelters owned by the Parish Council.
6. To administer and maintain the benches and public seats owned by the Parish Council.
7. To administer and maintain the dog waste bins owned by the Parish Council.
8. To maintain the litter bins owned by the Parish Council.
9. To maintain the Parish War Memorial.
10. To maintain the Parish Council's public notice boards.
11. To maintain the telephone boxes owned by the Parish Council.
12. To maintain the milestones owned by the Parish Council.
13. To monitor the provision for young people within the parish including Wroughton Youth Club.
14. To determine charges for use of the pavilions.
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 have responsibility for the Workshop Working Party.
17. To have responsibility for the Play Area Working Party.
18. To have responsibility for the Youth Club Working Party.
19. To deal with other matters relating to community assets within the parish.

Open Spaces Committee

Membership

Minimum of seven.

Quorum

Half total membership.

General

The Open Spaces Committee generally meets bi-monthly. Committee membership is open to all Members of the Council.

Terms of Reference

To deal with matters relating to the open spaces within the parish.

Delegated to Committee

1. To maintain areas of public open spaces in the parish that are the responsibility of the Council.
2. To administer and maintain the allotments.
3. To determine charges for use of the sports facilities and the allotments.
4. To promote sports, the arts and tourism within the parish.
5. To oversee the annual carnival and work with the Carnival Committee.
6. To work in conjunction with Vision for Wroughton with the maintenance of Willow Brook Gardens.
7. To maintain agreed grass verges within the village.
8. To deal with matters arising regarding the state of leisure footpaths within the parish and respond to all matters regarding Rights of Way.
9. To provide floral planting for the Parish Council's flower beds.
10. To deal with matters arising regarding the condition of the rivers and streams in the Parish.
11. To have responsibility for the Footpaths & Cycling Working Party.
12. To have responsibility for the Allotment Working Party.
13. To have responsibility for the Christmas Working Party.
14. To have responsibility for the Flora and Fauna Working Party.
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 other matters relating to open spaces within the parish.

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 the Planning and Highways Committee.

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.

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.

Emergency Plan Working Party

General

The Emergency Plan Working Party reports to Full Council.

The Emergency Plan Working Party was established after Swindon Borough Council advised it would like to have emergency plans for all areas of the Borough.

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 emergency planning. In particular members of Swindon Borough Council, the Environment Agency and Emergency Services will be invited to attend meetings and/or join the working party.

Terms of Reference

1. To develop with Swindon Borough Council an Emergency Plan for submission and recommendation to the Planning, Safety & Highways Committee, to include, where deemed appropriate, meetings with Swindon Borough Council or any organisation representing Swindon Borough Council.
2. To develop a Flood Plan for submission and recommendation to the Environment and Road Safety Committee.
3. To periodically review and update where necessary the Emergency Plan and Flood Plan.
4. To deal with any other related issues concerning emergency planning.

Recruitment Working Party

General

The Recruitment Working Party reports to Finance & General Purposes Committee.

The Recruitment Working Party has been set up to deal with the appointment of a new Clerk when necessary. The Recruitment Working Party will deal with all aspects of the appointment and the interim arrangements before the arrival of a new Clerk.

Terms of Reference

1. To agree the advert for the post and the contents of the information pack for prospective applicants.
2. To assess the suitability of the applicants and short-list a suitable number for interview.
3. To agree in advance the format of the interview, including questions for the interview and a scoring matrix.
4. To conduct interviews for the new Clerk.
5. Authority is delegated to make an appointment.
6. To make any recommendation regarding the work of the Clerk to be conducted by other staff in the interim between the Clerk leaving and the arrival of the new Clerk.

Workshop Working Party

General

The Workshop Working Party reports to the Community Assets Committee.

The Workshop Working Party has been set up to look at the future of the workshop used by the Outside Team. They will make recommendation to the Community Asset Committee about the requirements and the suitability of the Workshop at Berkeley Farm and evaluate other locations.

Membership shall include members of the Council and the Grounds Team Leader.

Terms of Reference

1. To evaluate the requirement of a workshop for the Outside Team.
2. To assess the suitability of the site at Berkeley Farm and make a recommendation to the Community Buildings Committee.
3. To assess the possibility of a new site for the workshop.
4. To draw up plans for a new workshop for approval.
5. To oversee the building of a new workshop and report back to the Community Buildings Committee.

Play Area Working Party

General

The Play Area Working Party reports to the Community Asset 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 areas.

The Play Area 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 the Community Asset 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.

Youth Club Working Party

General

The Youth Club Working Party reports to the Community Asset Committee.

The Youth Club Working Party has been set up to review the work that is required to deliver a sustained Youth Club provision within the village.

Membership shall include members of the Council, the Youth Club Team Leader, representatives from the Police and all other relevant stakeholders.

Terms of Reference

1. To make recommendations on the recruitment of other members of the Youth Club Team.
2. To make investigations into any incidences and report them to either Community Asset Committee or Full Council, depending on the severity.
3. To make recommendations on how the Youth Club should run with a structured activity plan.
4. To make recommendations on the Youth Club Development Plan.
5. To make recommendations on requirements to enable the Youth Club to open.
6. To make recommendations on when the Youth Club should open.
7. To make recommendations on the site of the Youth Club.
8. To make recommendations on any necessary amendments to a Youth Club setting to aid in the safety of those present.
9. To be responsible for the operation and development of the Youth Club until it becomes a 'business as usual' activity.
10. To work with the Sports and Youth Facility Working Party to accommodate a Youth Club setting within the planned Maunsell Way Pavilion project.
11. To deal with any other related issues concerning the Youth Club.

Footpaths and Cycling Working Party

General

The Footpaths & Cycling Working Party reports to the Open Spaces 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.
3. To produce a report for approval of the Open Spaces Committee assessing the demand and indicating the preferences and priorities of the Parish Council for the Wichelstowe Team at Swindon Borough Council.
4. To identify existing and new routes for footpaths and cycleways from the village centre to the Ridgeway National Trail/Barbury Castle.
5. To review all footpaths and cycleways in the parish of Wroughton.
6. To encourage walking and cycling in the Parish.
7. To deal with any other related issues concerning footpaths and cycling.

Allotment Working Party

General

The Allotment Working Party reports to the Open Spaces 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.

Christmas Working Party

General

The Christmas Working Party reports to the Open Spaces 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 Open Spaces Committee, the Ellendune Community Centre Manager, Vision for Wroughton and one member of the Grounds Team.

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 Open Spaces Committee.

Flora and Fauna Working Party

General

The Flora and Fauna Working Party reports to the Open Spaces Committee.

The Flora and Fauna Working Party has been set up to review the work that is required to install areas of wildflower and encourage wildlife and biodiversity within the village.

The Flora and Fauna 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 Flora and Fauna. In particular members of Wiltshire Wildlife Trust and Vision 4 Wroughton will be invited to attend meetings and/or join the working party.

Terms of Reference

1. To make recommendations on the management of open spaces and verges in ways that will increase biodiversity, in particular creating environments for pollinators.
2. To make recommendations to the Open Spaces Committee on areas within the village which could be developed as wildflower habitats.
3. To investigate and make recommendations on species of plants suitable for different areas.
4. To investigate any grants that might be available towards the cost of planting and maintenance.
5. To deal with any other related issues concerning flora and fauna.

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.

Sports & Youth Facilities Working Party

General

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

The Sports & Youth Facilities Working Party reports to the relevant Committee or Full Council depending on the nature and subject of the facility.

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 sports and youth facilities. In particular members of First Wroughton Scouts, Wroughton Youth Football Club and Swindon Borough Council's Early Years Team will be invited to attend meetings and/or join the working party.

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 the relevant committee, sites identified for Sports and Youth facilities before proceeding further.
4. On instruction from the relevant committee, contact the owner of the land or building to see if the land or buildings can be leased or purchased by the Parish Council to provide sports and/or youth facilities.
5. To discuss with the owner and then recommend terms for a lease or purchase of sports and/or youth facilities.
6. To work with Sports and Youth clubs to expand and diversify the use of the current land and/or buildings available for sport and/or youth facilities.
7. To deal with any other related issues concerning Sports and Youth facilities.

Document Control Log

Version

1

Adopted On

13 May 2019