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## Committee Terms of Reference

### Finance Committee / IT Working Group

#### Purpose

The Finance Committee is a standing committee reporting to Council following each meeting. It makes recommendations on the annual and three-year budget and the setting of the precept. It operates within the guidance of the Financial Regulations of the Parish Council and in conjunction with the Councils' Standing Orders.

#### Membership

The Committee will comprise at least 3 Councillors.

The Clerk is an ex-officio member.

The Chairman will be selected from amongst the members; the election of the Chair will be the first order of business at the meeting that follows the Annual Meeting of the Council.

Non-Councillors may not be members of this committee.

The Internal Checker will be selected from amongst the members and must not be a bank signatory.

Members are not bank signatories.

The quorum of the Committee shall be 3 members.

Members are expected to attend any relevant training.

#### Meeting Arrangements

The Committee will meet at least quarterly at the Parish Office or any other time, as necessary.

The Committee may invite others to contribute to agenda items.

Minutes will be taken, circulated to members, and uploaded to the Parish Website (marked unapproved).

#### The Committee shall:

- Supervise the overall budgetary process of Council, the governance and proper conduct of public money and make recommendations to Council on the amount of the budget.
- Recommend to Council the amount of the precept.
- Monitor income and expenditure and review against budget.
- Provide quarterly forecasts of the accounts for the Full Council agenda
- Consider the recommendations of other committees for budget expenditure in line with the Financial Regulations.
- Consider and make recommendations to Council on any grant requests to the Council.
- Review prices, rents, and other charges, including cemetery fees, allotment rents and parking fees and make recommendations to Council.

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- Periodically (maximum 5-yearly) review existing external contracts, tendering as appropriate and making recommendation to Council on appropriate action.
- Formulate the three-year budget.
- Consider the findings of the Internal Auditors report and take appropriate actions.
- Consider the Annual Accounts and recommend to Council.
- Review annually the risk register, the asset register and financial regulations and make recommendations to Council on appropriate action.
- Consider any other financial matter that may arise including the use of CIL.
- Ensure that the Clerk/RFO and Internal Checker receive financial training as required.
- Make recommendations to Full Council regarding the scope and extent of the contract for the Internal Auditor.
- Ensure the Council has a fully developed strategic plan in place to support and develop IT capability within the Parish Office.
- To annually review the costs for implementing the Strategic Plan and request a budget allocation for this purpose.
- To work with the Parish Council ICT service provider to ensure that ICT security arrangements remain compliant, that business continuity arrangements are robust and that the office systems comply with Data Protection regulations for ICT.
- To keep under review the service provision of the ICT provider and make recommendations to Council regarding contract renewal.
- To ensure website content is up to date and ensuring compliance with legislation such as the Website Accessibility Regulations 2018.

## HR Committee

### Purpose

To be an advisory committee reporting to full Council in a Part II agenda on all matters pertaining to HR and ensuring that the Parish Council complies with relevant employment legislation.

### Membership

The Committee will comprise at least 3 Councillors, the Clerk is an advisory member in matters regarding policies and procedures.

The Chairman will be selected from amongst the members at its initial meeting and thereafter at the meeting following the Annual Meeting in May.

The quorum of the Committee shall be 3 members.

Members are expected to attend any relevant training.

### Meeting Arrangements

The Committee will meet twice a year, and as and when necessary. Meetings will be held in private due to the confidential nature of business.

### Confidentiality

All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

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## The Committee shall

- The Committee will deal with all personnel, employment, and recruitment issues making recommendations to Council on such matters.
- To annually (in November) review the Clerk's salary level, contract of employment, job description and conditions of service and make recommendations to the Council on any changes and to the Finance Committee regarding budgeting requirements.
- To advise and make recommendations to the Council about the pension provision of the Clerk.
- To delegate to the Chairman of the Council the annual review and appraisal of the performance of the Clerk and to report to the Council that it has been completed.
- To ensure that an effective system of performance management is maintained for the Clerk.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.
- To respond to any staff disciplinary matter in accordance with the Council's Disciplinary Procedure and report to the Council on the outcome
- To respond to any staff grievance via the in accordance with the Council's Grievance Procedure and to report to the Council on the outcome.
- To periodically review all employment policies and procedures, including the Disciplinary and Grievance Procedures, and the Equality and Diversity Policy
- To oversee the appointment and recruitment process of Council employees.
- To ensure employees are appointed in accordance with the Council's Recruitment Procedure, Equal Opportunities Statement and Guidelines on Employment Practice.
- To recommend the appointment or termination of contract for the Clerk.
- To review health and safety at work for all employees

## Land Management Committee

### Purpose

The Land Management is an advisory committee reporting to Full Council following each meeting making recommendations for upkeep, maintenance and improvement on all matters relating to land and property owned by the Council. It operates in conjunction with the Councils' Standing Orders.

### Membership

The Committee will comprise at least 3 Councillors; the Clerk and Deputy Clerk are ex-officio members.

The Chairman will be selected from amongst the members at the meeting following the Annual Meeting in May.

The quorum of the Committee shall be 3 members.

Members are expected to attend any relevant training.

### Meeting Arrangements

The Committee will meet at least quarterly at the Parish Office or any other time, as necessary.

The Committee may invite others to contribute to agenda items.

Minutes will be taken, circulated to members and uploaded to the website (marked unapproved).

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The Committee shall:

- Report to Council as often as required on any matter below.
- Consider matters relating to the proper maintenance of Parish properties, including allotments, play areas, the cemetery, trees, and Holyport Pond and receive reports from individual Councillors or the public
- Consider any other matter regarding public property (Parish Council or RBWM) within the Parish Boundaries
- Supervise and ensure compliance with Health and Safety, including the ROSPA inspection of the playgrounds at Jubilee Field, Aysgarth Park and Springfield Park, dog bins, Lamp posts, Trees and any other such matters.
- By October, each year provide full details to the Finance Committee of budget requirements along with a prioritised works list for maintenance and repair of parish assets for the next financial year and provisional details of the required budget for the following two years.
- Any unplanned expenditure will be reviewed by the Finance Committee, in line with the Parish Council Financial Regulations.

## Planning Committee

### Membership

- The Committee will comprise all Councillors.
- The quorum of the Committee shall be 6 members.
- The Committee will meet on the first Monday of every month unless that is a Bank Holiday, when the Committee will meet on the next Monday of the month.
- Members are expected to attend all training provided.
- The Committee may invite others to contribute to agenda items.
- Committee members have a responsibility to review all documentation prior to the meeting.
- Minutes will be taken by the Deputy Clerk (or the Clerk in the absence of the Deputy Clerk).

The Committee shall:

- Consider every planning application relating to this Parish and make representations to the Borough on any application referred to the Parish Council.
- Make representation at Development Control Panel and at appeal hearing on applications which affect the Parish if required.
- Consider any planning application in the neighbouring parishes which impacts on this Parish.
- Consider any licensing applications within the Parish and make representation to the Borough on any areas of concern.

Planning applications are considered in line with National Planning Policy Framework (NPPF), and Borough Local Plan (BLP)

The responsibility for planning recommendations is ward based.

The wards for this purpose are.

1. Holyport
2. Bray and The Fisheries
3. Fifield, Oakley Green and Dedworth

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Presenting Councillors who are unable to attend the planning meeting are responsible for liaising with colleagues to arrange a swop of presenting duties and advising parish staff before the agenda is published.

The following planning applications must be brought before the Planning Committee.

1. Any new or replacement house
2. Any development in the Green Belt, Conservation Area or External changes to listed buildings.
3. Any planning application where an objection has been lodged by a member of the public
4. Any planning application that a councillor wishes to recommend for refusal, due to non-compliance with planning policies.

The following planning applications may be delegated.

1. All extensions, porches, and conservatories
2. All internal listed building changes
3. All applications for certificates of lawfulness, except in the Green Belt or Conservation areas
4. Minor alterations to previously recommend for approval applications by BPC.

Dispensations will be voted on in line with Standing Orders and requests should be submitted to the Deputy Clerk in sufficient time before the meeting. (See also Code of Conduct).

#### Process

- a. Planning applications are advised to the presenting Councillor as they are received at the parish office.
- b. Presenting Councillors should review the application and advise ward Councillors of the applications that will be delegated. Ward Councillors should confirm their agreement within 72 hours/3 days. If no reply is received within the specified time the presenting Councillor may assume the agreement to the delegated approval has been given.
- c. The agenda will include planning applications that have been recommended by Ward Councillors.
- d. If the Clerk is made aware that a member of the public will be attending the meeting to comment, the Chairman will be advised and the copied to the presenting Councillor.
- e. It is incumbent on presenting Councillors to ensure they have as much knowledge about the application as possible and should review all documents available online, visit the site where appropriate, discussing the application with the applicant and/or resident if there are objection and discussing with the planning officer any concerns.
- f. The Councillor should, where practical, take a maximum of four digital photographs of the site which should be provided to the Parish Office no later than 12:00pm on the Thursday before the meeting.
- g. Parish staff will request extensions to response dates to RBWM in relation to major developments and developments in the conservation areas or green belt, where the closing date for comments is before the date of the next committee meeting.
- h. Extensions will not be requested for applications other than in (2g) above and delegated recommendations will be required from the presenting Councillor before the closing date in line with 2b above.
- i. In the case of 2h above, the Deputy Clerk is given delegated authority to respond on behalf of the planning committee.
- j. If plans relate to a major development, then an Extraordinary General Meeting of the planning committee will be called.

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- k. Where several members of the public with a shared interest in an application wish to address the meeting, they will be asked to appoint a spokesperson.
- l. Office staff will provide Committee members with the following reports: RBWM planning decisions and Planning Application Appeal notices.
- m. At the planning committee meeting a decision on whether an application should be referred to DCP will be voted on and if so agreed, the presenting councillor is responsible for writing to the Borough Councillor asking for the referral to panel and copying fellow ward councillors, the Clerk and Assistant Clerk on all correspondence.

## Strategy Committee

### Purpose

The Strategy Committee is an advisory committee making recommendations to Council on Governance and Policy. Its primary purpose is to ensure that the Council complies with Legislation contained within the Local Government Act 1972, its own Standing Orders and other legislation such as Localism Act 2011 and will make recommendations to Full Council on how the Council may best ensure compliance. It operates in conjunction with the Councils' Standing Orders.

### Membership

The Committee will comprise of the Council Chairman and the Chairs of Planning, Finance, HR, Land Management and Traffic Committees or in their absence the Vice Chairs.

The Clerk is ex-officio member.

Non-Councillors may not be members.

The Chairman will be selected from amongst the members; the election of the Chair will be the first order of business at the meeting that follows the Annual Meeting of the Council.

The quorum of the Committee shall be 3 members.

Members are expected to attend any relevant training.

### Meeting Arrangements

The Committee will meet as necessary.

The Committee may invite other Councillors to contribute to agenda items.

Minutes will be taken, circulated to members and uploaded to the website (marked unapproved).

### The Committee shall:

- Annually review in good time The following Governance Documents. Standing Orders, Terms of Reference and Code of Conduct
- Keep under review the development of the BPC Business Plan
- Ensure that Council complies with the Terms of the General Data Protection Regulations 2018, making amendments to the policies as required under the Terms of the Act and reviewing the Councils' procedures for handling requests for information in good time for the Annual Meeting of the Council
- Review the arrangements for insurance cover in respect of all insured risk before the renewal of the policy in June each year.
- Annually review the list of policies, ensuring the Council adopts best practice documents as necessary and delegating to committees those policies relevant to the business of the Committee.

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- Determine the time and date of Council and Committee meetings for the Council Year from May to April each year.
- Review advice provided from professional Associations regarding the policies the Council should adopt.
- Review Council training requirements
- Take the Lead on gaining General Power of Competence.

## Traffic and Highways Committee

### Purpose

The primary purpose of the Traffic and Highways Committee is to monitor and report to Full Council on traffic and highways issues that impact on the Parish.

### Membership

The Committee will be comprised of at least three Councillors and local residents may be co-opted to the group; The Clerk and Deputy Clerk are ex-officio member.

The Chairman will be selected from amongst the members; the election of the Chair will be the first order of business at the meeting that follows the Annual Meeting of the Council.

The quorum of the Committee shall be 3 members.

Members are expected to attend any relevant training.

### Meeting Arrangements

The Committee will meet, as necessary.

The Committee may invite other Councillors, local groups, or residents to contribute to agenda items. Minutes will be taken, circulated to members, and uploaded to the website (marked unapproved).

The Committee shall:

- Report to Council on issues it considers impact both short term and long-term issues within the Parish and its immediate environs.
- Liaise with relevant officers and Councillors within RBWM on traffic matters that affect Parish residents.
- Consider matters relating to traffic both within the Parish and its immediate environs.

## Newsletter Working Group

The Working Group will comprise at least 3 Councillors; the Clerk and Clerks' Assistant are ex-officio members.

Local residents and representatives from community groups may be invited to be part of the working group.

The Chairman will be selected from amongst the Councillor members.

The quorum of the Working Group shall be 3 members.

The Working Group will meet as necessary, but not less than every 6 months.

Notes will be taken by the Clerks' Assistant and circulated to the Working Group.

The Working Group shall:

- Agree the content for the bi-annual newsletters.
- Liaise with authors to ensure delivery of content to the Parish Office within the deadline for editing.
- Proofread the draft newsletter.

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## Ad Hoc Working Groups

Working Groups will comprise a minimum of 3 Councillors.

The Chairman will be selected from amongst the members.

The note taker will be selected from amongst the members.

The quorum of the Working Group shall be 2 Councillors.

Residents and representatives of community groups may be invited to join

The Working Group will meet, as necessary.

The Working Group may invite others to contribute to agenda items.

Notes will be sent to the Clerk who will circulate to the next council meeting.

The scope and Terms of Reference of new Working Groups will be resolved by the Council in line with Standing Orders.

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