



## TERMS OF REFERENCE

### WALLINGFORD TOWN COUNCIL (“The Council”)

Amended August 2019

Meetings of Wallingford Town Council are to be conducted in accordance with the approved Standing Orders of Wallingford Town Council.

A council can arrange to have any of its functions, except those listed below, exercised by a committee, which can in turn, arrange to have them exercised by a sub-committee (Local Government Act 1972 s101).

The following matters shall be reserved for decision by the Council, but the appropriate Committee(s) may make recommendations for the Council’s consideration

- The power of incurring capital expenditure not specifically included in the Council’s approved estimate of expenditure for the time being.
- The power of raising loans and setting the annual Precept.
- To review and amend the Standing Orders and the functions and constitution of the committees, sub-committees and working parties of the Council.
- To delegate to the committee powers and duties in accordance with their approved Terms of Reference or to Officers.
- To decide matters of principle or policy.
- Receipt of reports to the Council from various Committees, Sub-Committees and Working Parties.
- To take appropriate action on the recommendations of the Committees, Sub-Committees, and Working Parties of the Council as necessary.
- To set dates of meetings of the Council and its Committees.
- To approve the appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the year.
- The appointment of the Town Mayor.
- The appointment and dismissal of the Town Clerk.
- To oversee the conduct of the Council and the Committees endeavouring to act in the best interests of all residents.
- To act as Trustees to the Bullcroft Trust in accordance with the terms of the Trust Deed.
- To authorise the sealing of various documents with the Common Seal.

- Any other matters not delegated to a Committee, Sub-Committee or Project Steering Group or Working Party or referred to the Council by a Committee, Sub-Committee, or Project Steering Group or Working Party.

The Town Clerk shall have the following delegated powers:

- To sign binding contracts on behalf of the Council in accordance with the Standing Orders.

The Chairman shall be The Mayor, elected annually.

## General Purposes

- To develop a strategic vision for the Town, define its strategic objectives and arrange for monitoring of their achievement.
- To receive contributions from members of the public in line with the provisions of Standing Orders.
- To consider all reports and recommendations from the Council's Committees and Sub-Committees and Working Parties and adopt recommendations where appropriate.
- To consider grants to outside organisations outside of delegated power to Finance & Property committee.
- To consider the Council's response to public consultations which may be relevant to the Town.
- To receive reports from South Oxfordshire District Council and Oxfordshire County Council.
- To approve estimates of income and expenditure as recommended by the Finance & Properties Sub-Committee.
- To approve the Precept for the following financial year.
- To receive and consider any other items which may be brought before them from time to time.

## Committee Structure

Committees/Working Parties reporting to The Council

- Finance and Properties committee
- Parks, Gardens, Allotments and Open Spaces committee
- Tourism and Economic Development committee
- Personnel committee
- Planning committee
- Civic and Ceremonial Working Party
- Arts Working Party – dotted line to Tourism and Economic and Finance and Property
- Tow Hall/Historic Assets Working Party

Steering Group reporting to The Council

- Neighbourhood Plan

Working Parties reporting to Finance and Properties committee

- Properties Working Party
- Grants Working Party

Working Parties reporting to Parks, Gardens, Allotments and Open Spaces

- Bullcroft Trust Working Party, dotted line reporting. (The Bullcroft Trust Working Party to report to the Bull Croft Trust for decisions)

Working Parties reporting to Tourism and Economic Development Committee

- Communications Strategy Working Party

## **Finance and Properties Committee**

### **(“the committee”)**

### **Membership**

The Committee will comprise 8 Members. The Mayor shall be an ex officio member of the Committee and shall have voting rights.

The quorum of the Committee shall be 4 Members.

### **Meetings**

The Committee shall meet six times a year, (bi-monthly), and the meetings shall be included in the published scheduled of meetings.

Ad hoc meetings shall be arranged as required.

### **Terms of Reference**

- The committee is a committee reporting to The Council.
- The committee shall function and operate in accordance with the Council’s approved Standing Orders.
- Membership of the committee shall be ratified at the Council’s Annual Council Meeting.
- The Chairman shall be elected annually by the Committee.

### **Responsibilities**

The Committee shall undertake the following roles and functions:

#### **Finance**

- To consider all aspects of financial administration of the Council business (such as banking arrangements and investments) and make recommendations to The Council.
- Review financial policies and make recommendations for any changes if needed
- To review the scope of internal controls, agree arrangements for regular review and monitoring and make recommendations.
- Oversee the preparation of the annual estimates for consideration by The Council and recommendation regarding the setting of the precept.
- Ensure that appropriate advice and recommendations are made to The Council to ensure the ongoing financial viability of The Council.
- Ensure that the annual audit occurs and the financial reports are prepared in accordance with any accounting, audit and statutory requirements.

- To consider and make recommendation to The Council on the approval of the annual accounts for audit.
- To consider and make recommendations on the appointment of the internal auditor.
- Ensure the appointment of the external auditor and review their performance.
- Receive internal audit report and ensure that recommendations are implemented.
- Acknowledge emergency work signed off by the Town Clerk, the Mayor or the Chair of the Finance and Property committee, (this committee).
- To report at the annual Council meeting in March.
- Consider any other matter referred to the Finance and Properties Committee by The Council.

## Properties

- Administration, management and maintenance of properties and buildings in the ownership or control of the Council
- To maintain and regularly update a schedule of all properties including a register of planned maintenance and surveys required for each property.
- Provision and maintenance of equipment and other assets.
- Consider matters relating to the acquisition or disposal of land or facilities.
- To set a framework for the use of the Council's property by outside organisations and individuals.
- To recommend the purchase of major items of plant and equipment within generally approved budgets where not already identified.
- To review insurance providers regularly or at least every 5 years, or earlier if felt to be necessary and to review its administration and make recommendations.

## Delegated Powers

The Committee shall have the following delegated powers:

- To examine, review and develop, on behalf of The Council, various policies, strategies and plans relating to its subject area.
- Community engagement on issues linked to the purpose of this committee.
- To appoint appropriate Sub-Committees or Working Parties to facilitate the work of the Committee.
- Receive and approve Quarterly management accounts, to monitor income and expenditure with the budget estimates approved by the Council.
- Receive and approve the quarterly bill schedule.
- Receive and approve changes to charges.
- Receive and agree changes to Financial Risk Assessment reviewed annually.
- Reallocation of budget up to £5,000.
- Receive aged debtors and agree necessary action.
- Receive and approve Grants at up to £500 per year per applicant.
- To approve the purchase of and repairs and maintenance to civic insignia and robes.
- To agree variances to the annual estimates where necessary
- Approve capital expenditure not specifically included in The Councils' approved estimate of expenditure to £2,500 subject to compliance with Standing Orders
- To make recommendations to The Council for consideration and approval.

The Chairman shall have the following delegated powers

- Matters of an urgent nature requiring settlement before the next meeting of the committee may be dealt with by the Chairman of the committee in conjunction with the

Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that committee.

The Town Clerk/RFO shall have the following delegated powers

- To authorise the making of payments on behalf of the Council in line with the Council's financial regulations.
- To authorise the procurement of services on behalf of The Council in line with The Council's financial regulations.
- To take such action as is necessary to ensure the safety and security of The Council's properties and those who use them.
- To take such action as is necessary to fulfil their duties, as governed by The Council's Standing orders.

## **Parks, Gardens, Allotments and Open Spaces Committee (“the committee”)**

### **Membership**

The Committee will comprise 8 Members and may also include 2 non-Councillors, the Parks Foreman and an Officer of the Council. The Mayor shall be an ex officio member of the Committee and shall have voting rights. The non-Councillors do not have voting rights.

The quorum of the Committee shall be 4 Members.

### **Meetings**

The Committee shall meet four times a year, (quarterly), and the meetings shall be included in the published scheduled of meetings.

Ad hoc meetings shall be arranged as required.

### **Terms of Reference**

- The Committee is a committee of The Council.
- The Committee shall function and operate in accordance with The Council's approved Standing Orders.
- Membership of the Committee shall be ratified at The Council's Annual Council Meeting.
- The Chairman shall be elected annually by the Committee.

### **Responsibilities**

The Committee shall undertake the following roles and functions:

- To consider any matters concerning the Parks, Gardens, Allotments and Open Spaces which may from time to time be referred from The Council.
- Make a 6 monthly inspection of the Parks, Gardens Allotments and Open Spaces and to regularly review the condition of each area of responsibility.

- To ensure that The Council complies with the requirement of covenants etc. on each area.
- To develop plans for the future needs and costs of maintenance of each area.
- To work with, inform and support the park staff.
- To produce and maintain Terms and Conditions for the use of each area.
- To report at the annual Council meeting in March.
- To hold an annual meeting with allotment holders in September each year.
- To maintain a record of forthcoming events in Parks, Gardens Allotments and Open Spaces.

## Delegated Powers

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval.
- To appoint appropriate Sub-Committees or Working Parties to facilitate the work of the Committee.
- To examine, review and develop, on behalf of The Council, various policies, strategies and plans relating to its subject area.
- To arrange for community engagement on issues linked to the purpose of this committee.
- Approve work on allotments to £500 within budget.
- Review tree surveys for open spaces and approve a schedule of recommended work.
- Event management, checking insurances and safety inspections from event holders where required and within the Council's Standing Orders.

The Chairman shall have the following delegated powers

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.

The Town Clerk shall have the following delegated powers

- To approve the use of the Council's Open Spaces for events, and sign the relevant contracts on behalf of the Council.
- To take such action as is necessary to ensure the safety and security of those who use The Council's Open Spaces, including checking insurance and Health & Safety Certificates where necessary.
- To take such action as is necessary to fulfil their duties as governed by the Council's Standing Orders.

## **Personnel Committee ("the committee")**

### **Membership**

The Committee will comprise 6 Members. The Mayor shall be an ex officio member of the Committee and shall have voting rights.

The quorum of the committee shall be 3 Members.

### **Meetings**

The Committee shall meet at least three times a year and the meetings shall be included in the published scheduled of meetings.

Ad hoc meetings shall be arranged as required.

### **Terms of Reference**

- The Committee is a committee of The Council.
- The Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Committee shall deal with all matters relating to general staffing, grievance and disciplinary issues in accordance with Council's established policy.
- Membership of the Committee shall be ratified at the Council's Annual Council Meeting in May of each year.
- The Chairman shall be elected annually by the Committee.

### **Responsibilities**

The committee shall undertake the following roles and functions:

- To determine staff conditions of service including salary scales, working conditions, employee assessments and evaluations and make recommendations to The council in October.
- To recommend pay awards and conditions of service bearing in mind the National Joint Council Scheme of Conditions of Service (the 'Green Book') as amended by the Local Agreement. - October
- Oversee the development of personnel policies and processes bearing in mind NALC recommendations. - February
- To receive the Town Clerk's annual appraisal of staff members performance and consider the award of bonuses when appropriate and in good time for the following years budget.
- To review the Chairman's annual appraisal of the Town Clerk's performance
- To consider staffing requirements and make recommendations to the Council - November - in good time for the following years budget. Or outside of this timescale if the need is deemed to be urgent.
- To consider and determine staff and Member training requirements. - July
- Manage the selection process for the recruitment of the Town Clerk, and make recommendation for appointment to The Council. – As Required

- To ensure adequate oversight of recruitment of other members of staff, in a manner to be determined by the committee. – As Required
- To ensure that disciplinary hearings and grievance matters are dealt with in accordance with council policy. – As Required
- To consider any other staff matters which may arise from time to time and make recommendations to the Plans and General Purposes Committee. As required
- Oversee the development of policies and processes with respect to Health and Safety at work and other relevant regulations.- February

The establishment of new posts and any changes to posts, or terms and conditions, which would have implications for the budget, shall be subject to approval by The Council.

## Delegated Powers

The Committee shall have the following delegated powers:

- To make recommendations to The Council for consideration and approval.
- To examine, review and develop, on behalf of the Council, various policies, strategies and plans relating to its subject area.
- To appoint appropriate Sub-Committees or Working Parties to facilitate the work of the Committee.
- Community engagement on issues linked to the purpose of this committee.
- Agree extra staff training to £250 not in budget.
- Agree Health and Safety spend on non-urgent, not in budget to £2,500.

The Chairman shall have the following delegated powers

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.

The Town Clerk shall have the following delegated powers

- To manage other members of staff in keeping with the policies of the Council policies, procedures and budget, including:-
  - In conjunction with the Chair of the Personnel Committee, or another Councillor delegated, and following appropriate involvement of the Committee, make appointments to posts, where not reserved for appointment by members.
  - the appointment of temporary employees.
  - payment of expenses in accordance with the Council's scheme.
  - completion of annual appraisals for staff members.
- The delegation and allocation of responsibilities and activities to members of staff.
- To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in the light of annual appraisals and personal development plans.
- Liaise with any external legal or HR adviser contracted to The Council.
- Implementation of Health and Safety at Work and other policies and procedures.
- To take such action as is necessary to fulfil their duties as governed by the Council's Standing Orders.

# Planning Committee ("the committee")

## Membership

The Committee will comprise 8 Members, and may also include 2 non-Councillors. The Mayor shall be an ex officio member of the Committee and shall have voting rights. The non-Councillors do not have voting rights.

The quorum of the Committee shall be 4 voting Members.

## Meetings

The committee shall meet every 2 weeks, (bi-weekly), and the meetings shall be included in the published scheduled of meetings

## Terms of Reference

- The Committee is a committee of The Council.
- The Committee shall function and operate in accordance with The Council's approved Standing Orders.
- Membership of the committee shall be ratified at the Council's Annual Council Meeting in May of each year.
- The Chairman shall be elected annually by the Committee.

## Responsibilities

The Committee shall undertake the following roles and functions:

- To consider all planning applications received from South Oxfordshire District Council and Oxfordshire County Council.
- Consultation on Planning Applications
- Receipt of Decision Notices from South Oxfordshire District Council and the Planning Inspectorate
- Consultation on Tree Preservation Orders
- Consultation on street naming and numbering
- Consultation on Listed Buildings
- Any other matter of a non-strategic nature relating to town planning
- Highways and transportation matters
- Neighbourhood & local plans
- Emergency planning

## Delegated Powers

The Committee shall have the following delegated powers:

- To make recommendations to Council for consideration and approval.

- To appoint appropriate Sub-Committees or Working Parties to facilitate the work of the Committee.
- To examine, review and develop, on behalf of the Council, various policies, strategies and plans relating to its subject area.
- To arrange for appropriate community engagement on issues linked to the purpose of this committee.
- Fully delegated responsibility to respond to SODC planning. (Referral to The Council where deemed necessary for major developments, to call a Council meeting if required due to time scales on response). *Definition of Major defined by Planning.*

The Town Clerk shall have the following delegated powers:

- To submit responses to planning applications and public consultations as directed by the Council.
- To take other actions as is necessary to fulfil their duties, and governed by the Council's Standing Orders.

## **Tourism and Economic Development Committee** **("the Committee")**

### **Membership**

The Committee will comprise 7 Members and may also include 3 non-Councillors. The Mayor shall be an ex officio member of the Committee and shall have voting rights. The non-Councillors do not have voting rights.

The quorum of the Committee shall be 3 Members.

### **Meetings**

The Committee shall meet four times a year, (quarterly), and the meetings shall be included in the published scheduled of meetings.

Ad hoc meetings shall be arranged as required.

### **Terms of Reference**

- The Committee is a committee of the Council.
- The Committee shall function and operate in accordance with the Council's approved Standing Orders.
- Membership of the Committee shall be ratified at the Council's Annual Council Meeting in May of each year.
- The Chairman shall be elected annually by the Committee.

### **Responsibilities**

The Committee shall undertake the following roles and functions:

- To take active steps to support the economic development of the town, paying specific attention to tourism. This will include the development and management of:

- Tourism and Economic Development policies
- Tourism, business and social development initiatives
- Marketing policies, including the management of the delegated budgets for such
- Promoting Wallingford and the visitor economy, which includes liaising with all businesses located in the Town.
  - To prepare and authorise publications.
  - To appoint publishers/website providers.
  - To arrange for printing, if applicable.
  - To agree on number of publications required, if applicable.
  - To arrange for distribution, if applicable.
  - To receive visitor data and to use this information to determine ongoing policy.
  
- Developing and promoting economic wellbeing by liaising with all businesses within the town and other relevant agencies
  - To oversee multichannel communication with businesses (newsletter, twitter and other social media) as appropriate.
  - To facilitate business to business support.
  - To seek and promote relevant economic support such as grants and information.
  - To raise the visibility of economic activity within Wallingford to residents and key policy makers.
  
- To oversee the organisation of Town Council events. (NB: Excludes civic events, such as the Civic Service and Remembrance Service, and Mayoral arrangements).
  - To agree date/s for events.
  - To advertise and promote events.
  - To seek financial support for events.
  - To arrange appropriate press coverage.
  - To make all other arrangements for Town Council events subject to being within allocated budget.
- To recommend specific events be held.
- Any other matters delegated by the Council.

## Delegated Powers

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval.
- To examine, review and develop, on behalf of the Council, various policies, strategies and plans relating to its subject area and to report these to the Council.
- Community engagement on issues linked to the purpose of this committee
- Approve town events within budget.
- Agree strategic changes to Town Information Centre with line manager approval.
- Planning of future events.

The Chairman shall have the following delegated powers

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman of the Committee in conjunction with

the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.

The Town Clerk shall have the following delegated powers

- To approve the wording of electronic publications and printed materials on behalf of the Council.
- To take such action as is necessary to fulfil their duties, as governed by the Council's Standing Orders.

**Review** The Council will review these Terms of Reference from time to time as required, and at least every 4 years.

(Adopted 15<sup>th</sup> May 2017)