



Wallingford Town Council

Terms of Reference

Wallingford Town Council (“The Council”)

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 reporting to the Council:

- Finance and Properties Committee
- Parks, Gardens, Allotments and Open Spaces Committee
- Tourism and Economic Development Committee
- Personnel Committee
- Planning Committee

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