**PLANNING COMMITTEE – TERMS OF REFERENCE**

**REPORTING TO:**Sunninghill & Ascot Parish Council

**PURPOSE OF COMMITTEE:**

* To consider and make recommendations on all planning applications referred to the Parish Council by the local Planning Authority, the Royal Borough of Windsor and Maidenhead.
* To consider all other planning matters concerning the Parish, including liaison with potential developers or any agency proposing change to the built environment.

**DELEGATED AUTHORITY:**

To incur expenditure on behalf of the Council (where already provided within the agreed revenue budget and excluding any items incurring capital expenditure) on training for Council Members and staff on matters connected with the Committee’s role and functions.

To authorise the Parish Clerk to take the necessary action to implement approved decisions of the Committee.

**MEETINGS:**Meetings are scheduled as necessary to meet the deadlines set by the Planning Authority.

**MEMBERSHIP**: To be drawn from members of the Council as required.

**QUORUM:**3

**CHAIRMAN:**The Chairman and Vice-Chairman of the Committee shall be decided at the Annual Council by a simple majority.

**EXTERNAL ATTENDEES**: The Society for the Protection of Ascot and the Environs will be invited to attend in an advisory, non-voting capacity.

**PUBLIC PARTICIPATION:**Meetings will be open to the public.

**WORKING PARTIES:**May be set up for specific time-limited tasks as required.

**TERMS OF REFERENCE AGREED BY:** **Sunninghill & Ascot Parish Council minute number x   Dated x**

**LEISURE AND CULTURAL COMMITTEE – TERMS OF REFERENCE**

**REPORTING TO:**Sunninghill & Ascot Parish Council

**PURPOSE OF COMMITTEE:**

* To provide, maintain and enhance all recreation grounds and buildings, open spaces, allotments and play areas in the control of the Council and ensure they met RoSPA safety requirements.
* To manage and maintain the Council’s section of St Michael and All Angels Churchyard in Sunninghill.
* To provide and maintain the Council’s shelters, seats, noticeboards, litterbins and dog waste bins.
* To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
* To assemble and submit to the Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
* To monitor periodically the expenditure of the Committee.
* To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget. To set the level of charges for facilities in respect of all the services of the Committee and to control the collection of revenues.
* To annually review the Council’s inventory of land and assets including buildings.
* To monitor all matters relating to leases and bye-laws in connection with the facilities under the control of the Committee.

**DELEGATED AUTHORITY:**

To incur expenditure on behalf of the Council (where already provided within the agreed revenue budget and excluding any items incurring capital expenditure) on training for Council Members and staff on matters connected with the Committee’s role and functions.

**To incur expenditure in accordance with the Council’s Financial Regulations**

|  |  |  |
| --- | --- | --- |
| Estimated Value | Quotations required | Acceptance By |
| £2,000 to £5,000 | Minimum of two invitations for quotations | Parish Clerk |
| £5,000 to £10,000 | Minimum of two invitations for quotations | Chairman of appropriate Committee or nominee & Parish Clerk |
| Above £10,000 | Minimum of three invitation for tenders (with discretion to invite his/her tenders by public advertisement up to £80,500) | Full Council |
| Where Quotations exceed estimates by 5% it shall be reported to the appropriate Committee for acceptance or otherwise. | | |

To authorise the Parish Clerk to take the necessary action to implement approved decisions of the Committee.

**MEETINGS:**Meetings are scheduled as necessary to meet the requirements of the Council’s budget setting and review process.

**MEMBERSHIP**: To be drawn from members of the Council as required.

**QUORUM:**3

**CHAIRMAN:**The Chairman and Vice-Chairman of the Committee shall be decided at the Annual Council by a simple majority.

**PUBLIC PARTICIPATION:**Meetings will be open to the public.

**WORKING PARTIES:**May be set up for specific time-limited tasks as required

**TERMS OF REFERENCE AGREED BY:** **Sunninghill & Ascot Parish Council minute number x   Dated x**

**FINANCE AND PERSONNEL COMMITTEE – TERMS OF REFERENCE**

**REPORTING TO: Sunninghill & Ascot Parish Council**

**PURPOSE OF COMMITTEE:**

* To draft the budget and supporting documentation.
* To annually review the Council’s banking arrangements / investment policy.
* To determine staff conditions of service including salary scales, working hours, employee assessments and evaluations and to make recommendations to the Parish Council.
* To carry out disciplinary hearings in line with current Council policy.
* To consider and determine staff and Councillor training requirements.

**DELEGATED AUTHORITY:**

To incur expenditure on behalf of the Council (where already provided within the agreed revenue budget and excluding any items incurring capital expenditure) on training for Council Members and staff on matters connected with the Committee’s role and functions.

To authorise the Parish Clerk to take the necessary action to implement approved decisions of the Committee.

**MEETINGS:**Meetings are scheduled as necessary.

**MEMBERSHIP:** To be the Chairman and Vice-Chairman of the Council, its sub-committees and the Lead Member for Finance.

**QUORUM: 3**

**CHAIRMAN:**The Chairman and Vice-Chairman of the Committee shall be decided at the Annual Council by a simple majority.

**PUBLIC PARTICIPATION:**Meetings will not be open to the public due to the sensitive nature of the proceedings.

**TERMS OF REFERENCE AGREED BY**:  **Sunninghill & Ascot Parish Council minute number x   Dated x**

**All of the Council’s Committees shall function and operate in accordance with the Council’s approved Standing Orders.**

**Events Working Group (reporting to the Leisure and Cultural Committee)**

*Functions*

* To set an annual programme of events and to request suitable funding from the Leisure and Cultural Committee no later than October in each financial year.
* To consider all aspects relating to the planning and hosting of Council events, including health and safety requirements.
* To monitor and review each Council event.
* Delegated authority is given to the Council staff to take decisions on the arrangements for events.
* To report to the Leisure and Cultural Committee on the outcome if its deliberations.

*Structure*

* As the Working Group has no delegated authority to take decisions there is no quorum of members required.
* The Events Working Group is able to invite persons other than members of the Council to participate in meetings.

**Strategic Development Working Group (reporting to the Parish Council)**

*Functions*

* To consider matters relating to the strategic development of the Council.
* To assist the Parish Council in drafting and implementing the Parish Council’s Five Year Plan.
* To respond on behalf of the Council to initiatives from other organisations relating to matters under the Working Group’s jurisdiction.
* To report to the Parish Council on the outcome if its deliberations.

**Terms of Reference**

* The Strategic DevelopmentWorking Group shall consist of 5 members who broadly represent the range of views on the Parish Council. The quorum shall be half of its members (3).