

COMMITTEE TERMS OF REFERENCE

PLANNING COMMITTEE

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.

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:

Three.

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 (SPAЕ) and any other members of the public which the committee agrees, by majority, to invite 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.

LEISURE AND CULTURAL COMMITTEE

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 meet 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 review and revise budgets for all Leisure & Cultural income and expenditure for the following year and submit to full council in line with the budget programme.
- To set the level of charges for facilities in respect of all the services of the Committee and to manage the collection of revenues.
- To monitor periodically the expenditure of the Committee.
- 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	<u>Quotations required</u>	<u>Acceptance By</u>
£2,500 to £6,000	Minimum of two invitations for quotations	Parish Clerk
£6,000 to £12,000	Minimum of two invitations for quotations	Leisure & Cultural Committee by majority vote
Above £12,000	Minimum of three invitation for tenders (with discretion to invite tenders by public advertisement up to £80,500)	Full Council

- Where quotations exceed the agreed budget agreement shall be sought as follows:
 - Where quotations exceed budgeted estimate by up to 5% it shall be reported to the Leisure & Cultural Committee for acceptance or otherwise;

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- Where quotations exceed budgeted estimate by 5% - 10% it shall be reported to the Finance & Personnel Committee for acceptance or otherwise.
- Where quotations exceed budgeted estimate by more than 10% it shall be reported to the Full Council for acceptance or otherwise.

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:

Three.

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.

FINANCE AND PERSONNEL COMMITTEE

REPORTING TO:

Sunninghill & Ascot Parish Council

PURPOSE OF COMMITTEE:

- To make proposals re the Council's strategic direction and priorities for the coming year(s).
- 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.

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:

Three.

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.

All the Parish Council's Committees shall function and operate in accordance with the Council's approved Standing Orders.

WORKING GROUPS

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 parish 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 of 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 authorised to invite persons other than members of the Council to participate in meetings.

Walking & Cycling Working Group (reporting to the Leisure & Cultural Committee)

This working group has been set up jointly with Sunningdale Parish Council to identify and deliver walking and cycling routes within our two parishes.

Functions

- To encourage and facilitate increased walking and cycling within the parishes.
- To identify and deliver new safe walking and cycling routes within our parishes
- To work with the borough to deliver the infrastructure needed for our priority routes.

Structure

- The Walking & Cycling Working Group shall consist of four members who broadly represent the range of views on the Parish Council. The quorum shall be two members from each parish council.
- The Walking & Cycling Working Group is authorised to invite persons other than members of the Council to participate in meetings.

Community Infrastructure Levy (CIL) Working Group (reporting to the Parish Council

Functions

- To draft policies and procedures for managing CIL funds.
- To propose to Full Council projects and activities which will enhance the parish infrastructure for residents as per the rules of CIL funding.
- Oversee the deliver the projects in timely fashion and within agreed parameters.
- Control and report on CIL funds, their use, available balance and forward projections as required

Structure

The Chairman shall be decided at the Annual Council by a simple majority. Other members are councillors who have put themselves forward; additional members of the council are permitted to join the group in support of projects which they personally support or sponsor. The quorum shall be three.

Public Participation

Meetings will not be open to the public. Members of the public may be invited to attend meetings at which projects that they personally support or sponsor are being discussed, but they will not be permitted to vote.

Agreed: [Date]
Annual Parish Council Meeting, minute [XXXX]