

COMMITTEE TERMS OF REFERENCE

COMMITTEES & WORKING GROUPS – DEFINITION

Committees

- The Parish Council may delegate some of its statutory functions to one or more committees.
- Committee meetings are led by the committee chairman and advised by an officer who is there to see that business is conducted within the law on how parish councils are run.
- By virtue of office, the chairman of the parish council will be an 'ex-officio' member of each committee.
- Committee meetings must be scheduled and open to the public; members of the public and the press may only be excluded from committee meetings if their presence is considered prejudicial to the public interest due to the confidential nature of the business being transacted.
- A quorum for a committee is one third of its members, or three members, whichever is the higher.
- Voting is by show of hands. The chairman of the committee may exercise a casting vote in the event of a tie.
- Members of committees are expected to attend meetings or send apologies giving a reason for non-attendance.
- Councillors who are not members of a committee are entitled to attend meetings of the committee but only in the same capacity as a member of the public.
- Non-councillors with appropriate skills, knowledge or background may be members of a committee (other than the Finance & Personnel committee).

Working Groups

- The Parish Council may set up working groups to address specific, task-focussed activities.
- Working groups are not constituted as committees, therefore legally they do not have the power to make decisions or spend money; their role is purely advisory.
- A working group may elect a chairman, should it choose to, but meetings will be relatively informal and will not be open to the public.
- A working group may choose to restrict membership to members of the committee to which it reports, or may choose to open meetings to all members of the parish council.
- Non-councillors with appropriate skills, knowledge or background may be members of a working group or may be invited to attend specific meetings of the group.
- Members of a working group gather information and input from, for example, architects, planner, surveyors, etc., which is brought forward for exploratory and detailed discussion.
- An officer will attend all working group meetings to give advice and take minutes.
- A working group will make recommendations to committee and full council, and minutes of their meetings will be made available to full council.

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 (SPAEE) 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 GROUPS:

Ascot Rejuvenation Working Group.

Other Working Groups 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;
 - 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 GROUPS:

Event Planning Working Group

Walking & Cycling Working Group

Victory Field Rejuvenation Working Group

South Ascot Recreation Ground Planning Working Group

Other Working Groups 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.

WORKING GROUPS REPORTING TO FULL COUNCIL

Community Infrastructure (CIL) Working Group
Parish Plan Working Group

Agreed: 29 October 2024
Annual Parish Council Meeting, Minute Ref: 8892
Review date: October 2025