



COMMITTEE TERMS OF REFERENCE

Committee Structure

2020-21

Committees of Fairford Town Council

- **Planning Committee**
- **Works & Community Committee**
- **Finance Committee**
- **Staffing Committee**
- **Procedures Committee**

Planning Committee (reporting to the Council)

Functions

1. To consider any matters referred to it by the Proper Officer, Council, or other Committees.
2. To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
3. To submit to the Town Council estimates of income & expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
4. To monitor periodically the expenditure of the Committee.
5. To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
6. To consider all planning related applications and notices including those for listed buildings and applications within a conservation area also applications for works to trees, which may or may not be covered by Tree Preservation Orders, within the Parish and to make representations to the appropriate authority on behalf of the Town Council.
7. To consider matters relating to licensing regulations and applications and to make representations to the appropriate authority on behalf of the Town Council.
8. To prepare and monitor Council progress on achieving the aims of the Community Plan on a regular basis.

Terms of Reference

1. The Planning Committee shall meet twice a month (1st and 3rd Tuesday).
2. The Planning Committee shall function in accordance with the Council's approved Standing Orders.
3. The Planning Committee shall consist of 5 Councillors plus 2 Ex-officio members. In no case shall the quorum of a meeting be less than 3.
4. To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.

Works & Community Committee (reporting to the Council)

Functions

1. To consider any matters referred to it by the Proper Officer, Council, or other Committees.
2. To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
3. To consider and determine any new contracts and any renewals of existing contracts.
4. To assemble and submit to the Town 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.
5. To monitor monthly the expenditure of the Committee.
6. 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 this Committee and to control the collection of revenues thereof.
7. To consider all matters relating to highways.
8. To provide and maintain all recreation open spaces and play areas in the control of the Council.
9. To manage and maintain the Burial Ground.
10. To manage and maintain the car park.
11. To manage and maintain all verges, open spaces and footpaths including trees and planting which fall under the responsibility of the Council.
12. To maintain bus shelters, seats, notice boards, litterbins and dog waste bins and other street furniture in the control of the Council.
13. To purchase and maintain such equipment as may be required to carry out the Council's duties in connection with the facilities under the control of the Committee.
14. To encourage and regulate activities and events at Council run venues and locations.
15. To oversee and manage the promotion of the Town and the Council, including the Council's newsletter and website, Christmas Lights and other events.
16. To liaise with other organisation on community issues.
17. To consider an annual programme of events.
18. To consider all aspects relating to planning and hosting of Council events, including risk assessments and to monitor and review each Council event.
19. Delegated authority is given to the Town Clerk and Assistant Clerk to take decisions on the arrangements for Council events.

Terms of Reference

1. The Works & Community Committee shall meet once a month (4th Tuesday).
2. The Works & Community Committee shall function and operate in accordance with the Council's approved Standing Orders.
3. The Works & Community Committee shall consist of 5 Councillors plus 2 Ex-officio members. In no case shall the quorum of a meeting be less than 3.
4. To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.

Finance Committee (reporting to the Council)

Function

1. To consider any matters referred to it by the Proper Officer, Council, or other Committees.
2. Review annually its inventory of land and assets.
3. To award financial grants to local organisations within an overall budget approved by the Town Council.
4. To review the grant application process as necessary.
5. To confirm that there is adequate supporting documentation for each account presented for payment.

6. To review annually the Council's Banking arrangements.
7. To review annually insurance policies.
8. To consider annually budget recommendations from Committees and to formulate budget recommendations to be presented to the Council no later than Full Council in January.
9. To annually consider Precept for recommendation to Council.
10. Receiving statements of income and expenditure; monitoring revenue and capital budgets; receiving details of urgent expenditure incurred by the Clerk; recommending revenue expenditure over and above Council's approved budget; recommending capital expenditure over the Council's approved budget.
11. Considering and recommending for approval the Council's annual revenue and capital budgets and precept.
12. Determining the need for and, if necessary, recommending the taking out of loans.
13. Considering and recommending for approval the end of year Accounts and Annual Return.
14. To ensure that an adequate and effective system of internal audit of the Council's records and control systems is maintained as required by the Accounts and Audit Regulations 1996.
15. To ensure conformity with Statutory Regulations as advised by the Clerk
16. To regularly review, in conjunction with the RFO, the Council's insurance arrangements ensuring that the property and risks are adequately insured.

Terms of Reference

1. The Finance Committee shall meet every two months (1st Tuesday).
2. The Finance Committee shall function and operate in accordance with the Council's approved Standing Orders.
3. The Finance Committee shall consist of 5 Councillors plus 2 Ex-officio members. In no case shall the quorum of a meeting be less than 3.

Staffing Committee (reporting to the Council)

Function

1. To determine staff conditions of service including salary scales, working hours, employee assessments and evaluations etc and make recommendations to the Council.
2. To carry out disciplinary hearing in line with current national and Council policy.
3. To consider and determine staff and Member training requirements.
4. To report to the Council on the outcome of its deliberations.
5. To consider any staff grievances.

Terms of Reference

1. The Staffing Committee shall meet as and when required with a minimum of 1 meeting per year.
2. The Staffing Committee shall function and operate in accordance with the Council's approved Standing Orders.
3. The Staffing Committee shall consist of 5 Councillors plus 2 Ex-officio members. In no case shall the quorum of a meeting be less than 3.

Procedures Committee (reporting to Council)
Function

1. To consider any matters referred to it by the Proper Officer, Council, or other Committees.
2. To review annually Standing Orders and the Code of Conduct.
3. To review the effective operation of the Council, its policies and procedures.
4. To address non breach of Code of Conduct complaints in accordance with the Complaints Policy.

Terms of Reference

1. The Procedures Committee shall meet as and when required with a minimum of 1 meeting per year.
2. The Procedures Committee shall function and operate in accordance with the Council's approved Standing Orders.
3. The Procedures Committee shall consist of 5 Councillors plus 2 Ex-officio members. In no case shall the quorum of a meeting be less than 3.

Approved.....Full Council meeting 10th November 2020

Chairman.....