

CUMNOR PARISH COUNCIL

TERMS OF REFERENCE OF COUNCIL, COMMITTEES AND SUBCOMMITTEES

Issue History

Issue 2.

Issue N°	Date of Adoption	Reference in Minute Book	Details of Change Made
1	04/11/2019	384/19ii	First formal issue of the fully revised Terms of Reference.
2	07//0/2022	66/22	Committee Structure. Add Road Safety Working Party, remove Neighbourhood Plan Steering Group. Planning Committee. Membership amended to 4 and amend quorum to 4.
3	13/05/2024	123/24	Committee Structure. Remove Ox/Cam Expressway and Road Safety Working Parties.

Meetings of Cumnor Parish Council (the Council) are to be conducted in accordance with the approved Standing Orders of Cumnor Parish Council.

The quorum of the Council shall be one third.

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, subcommittees and working parties.
- To take appropriate action on the recommendations of the committees, subcommittees, 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 and dismissal of the Parish Clerk.
- The appointment of Representatives on Outside Bodies.
- 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 Cumnor Public Purposes Charity.
- To authorise the sealing of various documents with the Common Seal.
- Any other matters not delegated to a committee, subcommittee or project steering group or working party or referred to the Council by a committee, subcommittee or project steering group or working party.

General Purposes

- To develop a strategic vision for the Parish, 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 subcommittees and working parties and adopt recommendations where appropriate.
- To consider grants to outside organisations.
- To consider the Council's response to public consultations which may be relevant to the Parish.
- To receive reports from Vale of the White Horse District Council and Oxfordshire County Council.
- To approve estimates of income and expenditure.
- To approve expenditure.
- To approve the precept.
- To receive and consider any other items which may be brought before them from time to time.

Committee Structure

Committees/Working Parties reporting to the Council.

- Environment and Amenities Committee
- Finance and General Purposes Committee
- Planning Committee

Management Committee reporting to the Environment and Amenities Committee.

- Fogwell Road Pavilion Management Committee.

Steering Group reporting to the Council.

- Cumnor Fit for the Future

Subcommittees reporting to the Finance and General Purposes Committee.

- Appeals subcommittee.
- Staffing subcommittee

ENVIRONMENT AND AMENITIES COMMITTEE

Membership

The committee will comprise of 8 members. The Chairman and Vice-chairman shall be ex officio members of the committee and shall have voting rights.

The quorum of the committee shall be 4 members.

Meetings

The committee shall meet four times a year (Apr, Jul, Oct, Jan) and the meetings shall be included in the published schedule of meetings. Ad hoc meetings shall be arranged as required.

Terms of Reference

- The committee is a committee reporting to the Council.
- The committee shall function and operate in accordance with the Council's Standing Orders and Financial Regulations.
- Membership of the committee shall be ratified at the Council's Annual Council meeting.
- The Chairman shall be elected annually.

Responsibilities

The committee shall undertake the following roles and functions.

- Manage the facilities listed in the Annex attached to these Terms of Reference.
- Spearhead the Council's search for a new Burial Ground.
- Review the Council's Burial Ground regulations and interment fees and make any recommendations for change.

- Review monthly and annual inspections of the play/outdoor fitness equipment and make any recommendations for repairs/replacements.
- Review annually street furniture and make any recommendations for repairs/replacements.
- Maintain grass verges at Leys Road, Cumnor and outside Farmoor Village shop.
- Review annually the grounds maintenance schedule and fees.
- Oversee the management of Closes and Fogwell Pavilions.
- Act as the Council's point of contact with relevant sports clubs/associations operating in the area of the Council.
- To develop plans for the future needs and costs of maintenance.
- To work with, inform and support contractors.
- To report at the annual Council meeting.
- Consider any other matter referred to the Environment and Amenities Committee by the Council including highways, burial, recreation and playing fields, burial, and environment.

Delegated Powers

The committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval.
- To appoint appropriate subcommittees or working parties to facilitate the work of the committee.
- To examine, review and develop, on behalf of the Council, various policies, strategies, and plans relating to its subject area.
- To arrange for community engagement on issues linked to the purpose of this committee.
- Approve work to £500 within the budget.
- Review tree surveys and approve recommended work.
- Event management, checking insurance and safety inspections from event holders where required and within the Council's Financial Regulations.

The Chairman shall have the following delegated power.

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that committee.

The Parish Clerk shall have the following delegated powers:

- To take such action as is necessary to ensure the safety and security of those using the Council's assets and facilities, including checking insurance and Health and Safety Certificates where necessary.
- To take such action as is necessary to fulfil their duties as governed by the Council's Standing Orders.

Annex: Facilities Covered by these Terms of Reference

A. Buildings:

- Fogwell Road Pavilion
- Closes Field Pavilion

B. Sports Grounds Fields:

- Fogwell Road sports ground
- Closes Field sports ground

C. Playing Fields/Playgrounds & Exercise Equipment

Note: The Clerk holds a detailed Inventory List

- The Glebe including the disabled changing room and w/c at the Old Forge, The Vine
- Fogwell Road (land rented from Oxford University)
- Pinnocks Way
- Farmoor (Meadow Close)
- Farmoor (land rented from Thames Water)

D. Street Furniture

Note: The Clerk holds a detailed Inventory List

- Noticeboards
- Benches/seats

- c. Map cases
- d. Bus shelters

FINANCE AND GENERAL PURPOSES COMMITTEE

Membership

The committee will comprise of 5 members. The Chairman and Vice-chairman shall be ex officio members of the committee and shall have voting rights.

The quorum of the committee shall be 3 members.

Meetings

The committee shall meet twice a year (April/Oct) and the meetings shall be included in the published schedule of meetings. Ad hoc meetings shall be arranged as required.

Terms of Reference

- The committee is a committee reporting to the Council.
- The committee shall function and operate in accordance with the Council's Standing Orders and Financial Regulations.
- Membership of the committee shall be ratified at the Council's Annual Council meeting.
- The Chairman shall be elected annually.

Responsibilities

The Committee shall undertake the following roles and functions.

- To consider all aspects of financial administration of the Council business (such as banking arrangements and investments) and make recommendations to the Council.
- Review the Council's Financial Regulations and make any recommendation for any changes.
- Review the Council's Standing Orders and make any recommendation for any changes.
- Undertake a Risk Assessment and report the outcome to the Council.
- Review the Council's Register of Assets.
- Review the Effectiveness of the System of Internal Audit.
- Review the Council's policies and procedures.
- Review the Council's insurance arrangements.
- Review and monitor the Council's website and external communications and media.
- Oversee the preparation of the annual estimates for consideration by the Council and recommendation regarding the setting of the precept.
- Ensure that appropriate advice and recommendations are made to the Council to ensure the ongoing financial viability of the Council.
- Ensure that the annual audit occurs, and the financial reports are prepared in accordance with any accounting, audit, and statutory requirements.
- To consider and make recommendations on the appointment of the internal auditor.
- Ensure the appointment of the external auditor and review their performance.
- Receive the internal audit report and ensure that recommendations are implemented if appropriate.
- Receive the external audit report and ensure that recommendations are implemented.
- Consider any other matter referred to the Finance and Properties Committee by the Council.

Delegated Powers

The committee shall have the following delegated powers:

- Receive and agree changes to the Financial Risk Assessment reviewed annually.
- To agree variances to the annual estimates where necessary.
- To make recommendations to the Council for consideration and approval.

The Parish Clerk/RFO shall have the following delegated powers.

- To authorise the making of payments on behalf of the Council in line with the Council's Financial Regulations.
- To authorise the procurement of services on behalf of the Council in line with The Council's Financial Regulations.
- To take such action as is necessary to ensure the safety and security of the Council's properties and those who use them.
- To take such action as is necessary to fulfil their duties, as governed by the Council's Standing orders.

PLANNING COMMITTEE

Membership

The committee will comprise of a minimum 4 Plan Receivers and 4 members. The Chairman and Vice-chairman shall be ex officio members of the committee and shall have voting rights.

The quorum of the committee shall be 4 members.

Meetings

The committee shall meet monthly, and the meetings shall be included in the published schedule of meetings.

Terms of Reference

- The committee is a committee reporting to the Council.
- The committee shall function and operate in accordance with the Council's Standing Orders and Financial Regulations.
- Membership of the committee and Plan Receivers shall be ratified at the Council's Annual Council meeting.
- The Chairman shall be elected annually.

Responsibilities

The committee shall undertake the following roles and functions.

- To consider all planning applications received from the Vale of the White Horse County Council and Oxfordshire County Council.
- Consult on planning applications.
- Plan Receivers to receive planning applications, visit the site if practicable and prepare a written report and circulate to members of the Committee/Council (if the application is being considered by Council).

Delegated Powers

The committee shall have the following delegated powers:

- Fully delegated responsibility to respond to planning applications received from the Vale of White Horse District Council and Oxfordshire County Council.

The Parish Clerk shall have the following delegated powers.

- To submit responses to planning applications as directed by the committee.
- To take such action as is necessary to fulfil their duties, as governed by the Council's Standing orders.

PERSONNEL SUBCOMMITTEE

Membership

The subcommittee will comprise of 4 Members. The following shall not serve on the subcommittee the Chairman, Vice-Chairman and Clerk's mentor.

The quorum of the subcommittee shall be 3 Members.

Meetings

The subcommittee shall meet in September and shall be included in the published scheduled of meetings.

Ad hoc meetings shall be arranged as required.

Terms of Reference

- The subcommittee is a subcommittee of the Council.
- The subcommittee shall function and operate in accordance with the Council's approved Standing Orders.
- The subcommittee shall deal with all matters relating to general staffing, grievance, and disciplinary issues in accordance with the Council's established policies.
- Membership of the subcommittee shall be ratified at the Council's Annual Council Meeting in May of each year.
- The Chairman shall be elected annually by the subcommittee.

Responsibilities

The subcommittee shall undertake the following roles and functions:

- To conduct annually a staff appraisal with the Clerk.
- To submit a report to the Council.
- To determine staff conditions of service including salary scales, working conditions, employee assessments and evaluations and make recommendations to the Council in October.
- To recommend pay awards and conditions of service bearing in mind the National Joint Council Scheme of Conditions of Service (the 'Green Book') as amended by the Local Agreement.
- Oversee the development of personnel policies and processes bearing in mind NALC recommendations.
- Manage the selection process for the recruitment of the Parish Clerk, and make recommendation for appointment to the Council as Required
- To ensure that disciplinary hearings and grievance matters are dealt with in accordance with council policy as required.
- To consider any other staff matters which may arise from time to time and make recommendations to Full Council as required.
- Oversee the development of policies and processes with respect to Health and Safety at work and other relevant regulations.

The establishment of new posts and any changes to posts, or terms and conditions, which would have implications for the budget, shall be subject to approval by The Council.

Delegated Powers

The subcommittee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval.
- To examine, review and develop, on behalf of the Council, various policies, strategies, and plans relating to its subject area.

APPEALS SUBCOMMITTEE

Membership

The subcommittee will comprise of 4 Members. The following shall not serve on the subcommittee the Chairman, Vice-Chairman and Clerk's mentor.

The quorum of the subcommittee shall be 3 Members.

Meetings

The subcommittee only meets when there is an appeal to be heard.

Terms of Reference

- The subcommittee is a subcommittee of the Council.
- The subcommittee shall function and operate in accordance with the Council's approved Standing Orders.
- The subcommittee shall deal with all matters relating to an appeal in accordance with the Council's established policies.
- Membership of the subcommittee shall be ratified at the Council's Annual Council Meeting in May of each year.
- The Chairman shall be elected annually by the subcommittee.

Responsibilities

The subcommittee shall undertake the following roles and functions:

- To hear and adjudicate upon any appeal against a finding of the Staffing Subcommittee concerning a formal grievance issue raised by a member of staff under the Council's Grievance Procedure.
- To hear and adjudicate upon any appeal against a finding of the Staffing Subcommittee concerning a disciplinary case against a member of staff under the Council's Disciplinary Procedure.
- Undertake such other tasks as may from time to time be remitted to it by the Council.

Review

The Council will review these Terms of Reference at the annual meeting.