

**Wanborough Parish Council
Planning and Finance Committee
Terms of Reference**

1. Delegation

- a. Wanborough Parish Council has agreed to adopt the Terms of Reference for the Planning and Finance Committee at its meeting held on (insert date) and has recorded the decision under minute (insert)
- b. Wanborough Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year

2. Procedures and Membership

- a. The committee will operate within Wanborough Parish Council's Standing Orders, Financial Regulations, Code of Conduct and Local Government Law.
- b. At the Annual Parish Council meeting of Wanborough Parish Council the Parish Council shall appoint members to this committee.
- c. At the first committee after the Annual Parish Council meeting, the Committee will elect a Chairperson and Vice Chairperson for the committee
- d. The Committee will submit all its minutes of meetings for ratification to the next full Parish Council meeting after the committee meeting.
- e. The Parish Clerk will provide administrative support for the Committee

3. Meeting Dates

- a. The date of the annual Finance meeting to discuss the budget for the forthcoming year will be agreed at the Annual Parish Council meeting.
- b. Planning Committee meetings will called and held as and when needed.

4. Committee FunctionsFinance Committee

- a. To review on an annual basis Council's adopted Financial Regulations for managing all aspects of Council's finance and recommend any amendments as appropriate for adoption by Full Council.
- b. Ensure that the Parish Council's financial practices comply with the Financial Regulations set out by the Audit Commission, Central Government and Council's adopted Financial Regulations.
- c. To review Wanborough Parish Council spend compared with budget for each financial year.
- d. To review Hooper's Field spend compared with budget for each financial year.
- e. To review Licence Fees for Hooper's Field and put forward recommendation for any increase in fees to Full Council
- f. To review the Hooper's Field room hire fee and put forward recommendation for any increase to Full Council
- g. To manage and monitor all funds and investments
- h. To review on an annual basis Wanborough Parish Council's Capital Reserves and put forward any changes to Full Council.
- i. To recommend the Precept and Budget to Full Council
- j. To consider all personnel issues concerning staff of the Council including staff salary reviews and their conditions of service. Recommendations to be put to Full Council

Planning Committee

Planning applications are discussed as part of a normal Full Council meeting, however when the deadline for comments to be made to Swindon Borough Council fall so that they cannot be discussed at Full Council a Planning Committee meeting is called. This is only in exceptional circumstances where an extension from Swindon Borough Council has not been allowed.

- a. To review Planning Applications received and to make comments to Swindon Borough Council
- b. To work closely with Swindon Borough Council on all Planning matters.

**Wanborough Parish Council
Hooper's Field and Recreation Committee
Terms of Reference**

1. Delegation

- a. Wanborough Parish Council has agreed to adopt the Terms of Reference for the Hooper's Field and Recreation Committee at its meeting held on and has recorded the decision under minute
- b. Wanborough Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year

2. Procedures and Membership

- a. The committee will operate within Wanborough Parish Council's Standing Orders, Financial Regulations, Code of Conduct and Local Government Law.
- b. At the Annual Parish Council meeting of Wanborough Parish Council the Parish Council shall appoint members to this committee.
- c. At the first committee after the Annual Parish Council meeting, the committee will elect a Chairperson and Vice Chairperson for the committee
- d. The Committee will submit all its minutes of meetings for ratification to the next full Parish Council meeting after the committee meeting.
- e. The Committee will submit any items that need to be considered in the budget to the Clerk for the forthcoming financial year at the appropriate meeting in November.
- f. The Parish Clerk will provide administrative support for the Committee

3. Meeting Dates

- a. The schedule of meetings shall be agreed at the Annual Parish Council meeting
- b. The Committee shall meet twice a year as a minimum at Hooper's Field Sports Pavilion, on a Monday at 7,30pm.

4. Committee FunctionsHooper's Field

- a. To promote the use of Hooper's Field Sports Facility to residents in the Parish.
- b. Responsible for the maintenance and upkeep of Hooper's Field Sport Facility.
- c. To ensure the facility meets all Health and Safety requirements.
- d. To carry out a risk assessment of the Sports Facility and to review it annually
- e. To carry out a fire risk assessment of the Pavilion and to review it annually
- f. To review the grounds maintenance contract on an annual basis
- g. To review the cleaning contract on an annual basis
- h. To follow up on complaints received in relation to the facility
- i. To approve expenditure within the budget of the committee
- j. To meet with representatives of the clubs (users of the facility) at least twice a year
- k. To put forward any recommendation for improvement of the facility to Full Council

Recreation

The Committee is responsible for the Play Areas and Football Pitches at:-

- Lower Recreation Area
- Church Meadow

- a. To carry out a risk assessment for the play areas and to review annually
- b. To carry out an annual inspection of all goal posts

- c. To check the Village Lengthsman weekly visual inspection reports for the play areas and to make any necessary repairs.
- d. To check the annual inspection report for the play areas and to make any necessary repairs
- e. To approve expenditure within the budget of the committee.
- f. To put forward any recommendations for improvement for the play areas and football pitches to Full Parish Council

**Wanborough Parish Council
Footpaths and Village Maintenance
Terms of Reference**

1. Delegation

- a. Wanborough Parish Council has agreed to adopt the Terms of Reference for the Village Maintenance and Footpaths Committee at its meeting held on (date to be inserted) and has recorded the decision under minute (to be inserted)
- b. Wanborough Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year

2. Procedures and Membership

- a. The committee will operate within Wanborough Parish Council's Standing Orders, Financial Regulations, Code of Conduct and Local Government Law.
- b. At the Annual Parish Council meeting of Wanborough Parish Council the Parish Council shall appoint members to this committee.
- c. At the first committee after the Annual Parish Council meeting, the committee will elect a Chairperson and Vice Chairperson for the committee
- d. The Committee will submit all its minutes of meetings for ratification at the next full Parish Council meeting after the committee meeting.
- e. The Committee will submit any items that need to be considered within the budget via the Clerk for the Finance Committee for the forthcoming financial year at the appropriate meeting in November.
- f. The Parish Clerk will provide administrative support for the Committee.

3. Meeting Dates

- a. The schedule of meetings shall be agreed at the Annual Parish Council meeting
- b. The Committee shall meet twice a year as a minimum at Hooper's Field Sports Pavilion, on a Monday at 7,30pm

4. Committee Functions

Village Maintenance

Village Maintenance committee is responsible for the maintenance of the following Parish's Open Spaces (except Play Areas, Football Pitches and Hooper's Field):-

- Lower Recreation Field
- Church Meadow and area next to Church & Church car park.
- Beanlands Open Space
- Badger's Close Open Space
- Rodway Open Space

And following Parish Street Furniture:-

- Bus shelters
- Seats
- Noticeboards

- Litter Bins
 - a. To ensure that the Parish Open Space's and Street Furniture is properly maintained, and to report any problems to the Parish Clerk.
 - b. To put forward any recommendations for improvement to Parish Open Spaces and Street Furniture to Full Council.
 - c. To follow up and inspect any complaints received from residents.
 - d. To organise the annual Village clean-up day.

Footpaths

- a. To promote the use of Parish Rights of Way,,
- b. To carry out monthly inspections of Parish Rights of Way and to report any problems to Parish Clerk
- c. To follow up and inspect any footpaths complaints received from residents,
- d. To put forward recommendations for improving the Parish Rights of Way to Full Council

Wanborough Parish Council Allotments Committee Terms of Reference

1. Delegation

- a. Wanborough Parish Council has agreed to adopt the Terms of Reference for the Allotment Committee at its meeting held on (date to be inserted) and has recorded the decision under minute (to be inserted)
- b. Wanborough Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year

2. Procedures and Membership

- a. The committee will operate within Wanborough Parish Council's Standing Orders, Financial Regulations, Code of Conduct and Local Government Law.
- b. At the Annual Parish Council meeting of Wanborough Parish Council the Parish Council shall appoint members to this committee.
- c. At the first committee after the Annual Parish Council meeting, the committee will elect a Chairperson and Vice Chairperson for the committee
- d. The Committee will submit all its minutes of meetings for ratification at the next full Parish Council meeting after the committee meeting.
- e. The Committee will submit any items that need to be considered within the budget via the Clerk for the Finance Committee for the forthcoming financial year at the appropriate meeting in November.
- f. The Parish Clerk will provide administrative support for the Committee. The Committee must nominate a member of the Committee to take the minutes of the meeting.

Allotments

- g. To promote the allotments to the Parish
- h. To regularly inspect the allotment site, areas to include allotment plots, footpaths, entrance and car park, to ensure the area is maintained to a safe standard,
- i. To carry out a risk assessment of the allotment site and to review annually,
- j. To ensure the allotment noticeboard is kept up to date,
- k. To ensure the allotment tenants are maintaining their plots as per their allotment agreement, and to report any problems to the Clerk.

- l. To put forward recommendation for changes to the allotment agreement to Full Council,
- m. To put forward recommendation for improvement to the allotment site to Full Council
- n. To organise the annual allotment competition in conjunction with the Wanborough Show Committee
- o. To approve expenditure within the budget of the Committee

**Wanborough Parish Council
Hooper's Field Project Committee
Terms of Reference**

1. Delegation

- a. Wanborough Parish Council has agreed to adopt the Terms of Reference for the Hooper's Field Project Committee at its meeting held on (date to be inserted) and has recorded the decision under minute (to be inserted)
- b. Wanborough Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year

2. Procedures and Membership

- a. The committee will operate within Wanborough Parish Council's Standing Orders, Financial Regulations, Code of Conduct and Local Government Law.
- b. At the Annual Parish Council meeting of Wanborough Parish Council the Parish Council shall appoint members to this committee.
- c. At the first committee after the Annual Parish Council meeting, the committee will elect a Chairperson and Vice Chairperson for the committee
- d. The committee will comprise of 3 Parish Councillors, 1 representative from each of the Hooper's Field Clubs (5 in total), plus 3 residents.
- e. The quorum of the committee shall be 4, 1 to be a Parish Councillor
- f. The Committee will submit all its minutes of meetings for ratification at the next full Parish Council meeting after the committee meeting.
- g. The Committee will submit any items that need to be considered within the budget via the Clerk for the Finance Committee for the forthcoming financial year at the appropriate meeting in November.
- h. The Committee must nominate a member of the Committee to produce an agenda and to take the minutes of the meeting.

Role and Functions

- a. To assess and co-ordinate the improvements needed at Hooper's Field.
- b. Organise and facilitate meetings to gather views and consult on ideas.
- c. Assess existing evidence, questionnaire results, about the needs and aspirations of the village.
- d. Liaise with relevant organisations to secure their input in the process
- e. To compile a recommendation of essential and desirable improvements needed at Hooper's Field for consideration at full Parish Council meeting
- f. To compile a specification for Parish Council to go out to tender for a "Project Manager" or "Professional Expert" to help with the improvements at Hooper's Field
- g. To complete grant funding applications and to liaise with SBC for possible S106 funding.
- h. To compile a 5 - 10 year financial projection of Hooper's Field, showing how the improvements will be financed, and what the future income and costs will include.
- i. Keep Parish Council fully informed of progress