

Terms of Reference & Delegation Scheme

Adopted May 2025

DECISION MAKING

The Full Council can take all decisions on behalf of the Parish Council, or it may appoint one or more committees for the purpose of discharging any of its functions. This delegation does not preclude the use of such functions by Full Council directly.

This document sets out:

- The Terms of Reference for each Committee
- The Functions delegated to Committees
- The Terms of Reference for each Working Party

EMERGENCY POWERS

At the request of the Clerk and in circumstances deemed to be exceptional and urgent the Chair and Vice-Chair to exercise any powers afforded to Full Council. This is on condition that the decision cannot wait until the next meeting, the Chair and Vice-Chair are satisfied that the decision is not against Council policy, is financially viable or defensible and is reported to the next Full Council Meeting.

At the request of the Clerk and in circumstances deemed to be exceptional and urgent the Chair and Vice-Chair of a Committee to exercise any powers within the purview of their Committee. This is on condition that the decision cannot wait until the next meeting, the Chair and Vice-Chair are satisfied that the decision is not against Council policy, is financially viable or defensible and is reported to the next Committee Meeting. In the event that the Chair and/or Vice-Chair are absent and cannot be contacted, then this power shall pass to the Chair and/or Vice-Chair of the Council.

Matters to be resolved only by Full Council

1. To approve the annual budget and the Precept.
2. To approve the End of Year Accounts and Annual Return.
3. Adoption of new policies.
4. To maintain Standing Orders and Financial Regulations.
5. To maintain the Council's other Policy Documents.
6. To review annually the Council's Risk Management Policy.
7. To determine the functions and constitution (terms of reference and delegated authority) of Committees and Working Parties.
8. To determine the Committee structure annually at the Parish Council Annual General Meeting.
9. To appoint representatives on outside bodies annually at the Parish Council Annual General Meeting and filling vacancies that occur during the year.
10. The setting up of Working Parties (including identifying the Committee to which they should report).
11. To set the Calendar of Meetings of the Council and its Committees.
12. To fill vacancies occurring on any Committee or Full Council.
13. To approve the borrowing of money and loan applications.
14. The awarding of a Contract following the Tendering Process.
15. To consider complaints in accordance with the Complaints Procedure.
16. To appoint annually the Council's Internal Auditor and review of the effectiveness of the Internal Audit.
17. To have responsibility for the Moredon Sports Hub Working Party.
18. To approve expenditure from the Revenue Budget and General Balances over committee delegated authority.
19. To deal with matters that do not fall within the province of any committee and such other matters as may be referred to the Full Council by a committee.

The matters listed below are delegated to the Council's committees, sub-committees and working groups. They must be exercised in accordance with law, the Council's Standing Orders and Financial Regulations and approved policy framework and may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned.

Where a sub-committee or working group in lieu of exercising its delegation refers a matter to its parent committee the delegation is exercisable by the committee. Nevertheless the committee may decide not to exercise this delegated power and may instead make a recommendation to the Council.

Finance and General Purpose Committee

General

The Finance and General Purpose Committee will generally meet monthly.

Committee membership shall comprise the Chair of the Parish Council, and sufficient other members to bring the membership to a total of at least eight.

Terms of Reference

To deal with all financial aspects of the Council.

To deal with all staff issues and conditions of service.

Delegated to the Finance and General Purpose Committee

1. To review at each meeting the financial accounts of the Council.
2. To review quarterly the revenue budget of the Council.
3. To select such bank accounts for the Council as it considers appropriate and relevant investments.
4. To be responsible for the appointment of bank signatories and delegating responsible Members to authorise and review account activity.
5. To ensure that adequate insurance cover is in place for Council property and all Council activities.
6. To consider all personnel issues concerning the staff of the Council including staff salary reviews and their conditions of service.
7. To be responsible for staff appointments.
8. To be responsible for the Council's policies in relation to the involvement of community volunteers.
9. To be responsible for the Council's office equipment and accommodation needs.
10. To be responsible for reviewing the Council's risk assessments and safe systems of working.

11. To consider all new leases and the renewal of existing leases.
12. To negotiate land transaction on behalf of the Council.
13. To consider grants and Section 137 payments.
14. To consider initial complaints in accordance with the Complaints Procedure.
15. To approve expenditure from funds within the purview of the Committee and expenditure from Revenue Budget up to a maximum of £30,000 and Capital Budget up to a maximum of £35,000.
16. To deal with any other matter of a financial nature.
17. To have responsibility for the Internal audit and internal control Working Party.
18. To have responsibility for the Financial Regulation and Procedures Working Party.

Environment & Planning Committee

General

The Environment & Planning Committee will generally meet fortnightly. Committee membership is open to all Members of the Council.

Terms of Reference

To respond to Planning Authorities on behalf of the Council in respect of planning applications, planning documents and planning policy documents.

To deal with matters relating to the parish environment and neighbourhood services.

To deal with matters relating to highways, footpaths, Rights of Way and road safety.

Delegated to Environment & Planning Committee

1. To respond on behalf of the Council on all Planning Applications, Listed Building Consents and other Planning documents.
2. To respond on behalf of the Council to Planning Appeals.
3. To respond on behalf of the Council to Tree Preservation Orders.
4. To respond on behalf of the Council to planning policy documents.
5. To make representation to Planning Authorities breaches of planning control and failure to comply with conditions of planning permissions.
6. To review and respond to enforcement notices.
7. To agree representatives to speak on behalf of the Council at Planning Committee Meetings of Swindon Borough Council, Public Inquiries and similar Planning Inspection Meetings.
8. To monitor the general maintenance of all highways and pavements within the parish.
9. To monitor the maintenance of highway verges and green areas adjacent to highways.
10. To monitor the state of footpaths within the parish and respond to all matters regarding Rights of Way.
11. To monitor the public transport provision for the parish.
12. To monitor traffic, parking, and pedestrian issues in relation to the environment of the parish.
13. To monitor the condition of the rivers and streams in the parish.
14. To work in conjunction with local residents groups in the parish to improve the local environment.

15. To deal with other matters of a planning, highways or environmental nature.
16. To have responsibility for the Neighbourhood Working Party.
17. To have responsibility for the Neighbourhood Plan Working Party.
18. To have responsibility for the CIL/106 Working Party.
19. To deal with any other matter relating to the Environment or Planning.

Community Development Committee

General

The Community Development Committee will generally meet every month. Committee membership is open to all Members of the Council.

Terms of Reference

To deal with matters relating to community wellbeing projects.

To deal with all matters relating to the youth programme.

To deal with all matters relating to the disability youth programme.

To deal with all matters relating to community activities.

To deal with all matters relating to the community libraries.

Delegated to Committee

1. To oversee any community events created by the Council
2. To monitor the provision for young people within the parish.
3. To have responsibility for making recommendations to Full Council regarding the Leisure & Library Trust Grant funding applications.
4. To have responsibility for the Community Plan Working Party.
5. To deal with any other matter relating to Community Development..

Leisure and Recreation Committee

General

The Leisure and Recreation Committee will generally meet every month. Committee membership is open to all Members of the Council.

Terms of Reference

To manage the play areas, allotment sites, parks and open spaces within the parish.

To encourage sport and physical activity, leisure, arts and tourism within the parish.

Delegated to Committee

1. To maintain the play areas and review the annual safety inspections.
2. To maintain other areas of public open spaces in the parish that are the responsibility of the Council.
3. To administer and maintain sports facilities in the parish.

4. To administer and maintain public parks within the parish.
5. To provide floral planting for the parish.
6. To administer and maintain the allotments and determine charges for use of the allotments.
7. To administer and maintain the benches and public seats owned by the Parish Council.
8. To administer and maintain the dog bins and litter bins owned by the Parish Council.
9. To promote sports, physical activity, the arts and tourism within the parish.
10. To have responsibility for the Allotments Working Party.
11. To have responsibility for the Play Area Working Party.
12. To deal with other matters of a leisure and/or recreation nature.

Property & Assets Management Committee

General

The Property & Assets Management Committee will generally meet every month. Committee membership is open to all Members of the Council.

Terms of Reference

To manage the preventive planned maintenance of the Parish Councils assets.

To manage reactive building & asset maintenance.

To administer the client/contractor relationship between CSNPC & ID Verde UK.

Maintain signage.

Delegated to Committee

1. To develop a PPM programme.
2. To maintain buildings to a safe and appropriate standard.
3. To administer and manage the IDV/CSNPC Management & Partnership Contract (Feb 2020).

Moredon Sports Hub Working Party

General

The Moredon Sports Hub Working Party reports to the Full Council.

The Moredon Sports Hub Working Party has been established to oversee the Moredon Sports Hub project.

Terms of Reference

1. To monitor the build process of the project and report as necessary to Full Council.
2. To make recommendations regarding an operating model for the Moredon Pavilion.
3. To work with the Press & Marketing Officer to produce a schedule of marketing from the build stage to the grand opening.
4. To continually monitor the site following completion of the build and make any necessary recommendations to the Full Council.

Neighbourhood Plan Working Party

General

The Neighbourhood Plan Working Party reports to the Environment & Planning Committee.

The Neighbourhood Plan Working Party has been established to progress the Neighbourhood Plan.

The Neighbourhood Plan Working Party will include the Chair and Vice Chair of the Environment & Planning Committee.

Terms of Reference

1. To make recommendations regarding the appointment of any Consultants.
2. To make recommendations regarding grant funding.
3. To make recommendations regarding a project plan and timeline.
4. To organise activities which will feed in to the Neighbourhood plan such as resident consultation events.

CIL/S106 Working Party

General

The CIL/S106 Working Party reports to the Environment & Planning Committee.

The CIL/S106 Working Party has been established to progress the Neighbourhood Plan.

The CIL/S106 Working Party will include the Chair and Vice Chair of the Environment & Planning Committee.

Terms of Reference

1. To monitor the forecasted income from CIL/S106.
2. To make recommendations on the potential uses of receipted funds.
3. To monitor the mandatory reporting of CIL/S106 and their expenditure to SBC .

Community Plan Working Party

General

The Community Plan Working Party reports to the Community Development Committee.

The Community Plan Working Party has been established to progress the Community Plan.

The Community Plan Working Party will include the Chair and Vice Chair of the Community Development Committee.

Terms of Reference

1. To make recommendations on items for inclusion within the Community Plan.
2. To organise activities which will feed in to the Community plan such as resident consultation events.
3. To draft the Community Plan for review by the Community Development Committee.

Allotments Working Party

General

The Allotments Working Party reports to the Leisure & Recreation Committee.

The Allotments Working Party has been established to consider and make recommendations on all matters relating to the allotments.

The Allotment Working Party will include 2 Allotment Holders that will be appointed at

the Annual Plot Holders Meeting in September.

Terms of Reference

1. To advise on any necessary changes required to the allotment regulations and tenancy agreement.
2. To offer suggestions for improvements to the running of the allotment site.
3. To advise on any necessary actions for non-compliance with tenancy agreements.
4. To advise of any other issues relating to the allotments.

Play Area Working Party

General

The Play Area Working Party reports to the Leisure & Recreation Committee.

The Play Area Working Party has been established to consider and make recommendations on all matters relating to the play areas with a particular focus on inclusive play.

The Play Area Working Party will include 2 members of 'Mums on a Mission' that will be appointed by the group annually.

Terms of Reference

1. To advise on any necessary changes required to the play areas.
2. To offer suggestions for improvements to the play areas.
3. To review the annual inspections and make recommendations to the Leisure & Recreation Committee regarding any necessary works.
4. To review the DDA compliance inspections and make recommendations to the Leisure & Recreation Committee regarding any necessary works.
5. To recommend a schedule of improvements to existing sites, in line with budgetary constraints to the Leisure & Recreation Committee.
6. To make recommendations regarding potential new sites for play equipment.
7. To make recommendations regarding potential new equipment.