

WANTAGE TOWN COUNCIL

TERMS OF REFERENCE OF COMMITTEES

1. GENERAL

- 1.1 The operation of Wantage Town Council involves committees and sub-committees considering matters relating to their responsibility areas.
- 1.2 These terms of reference and delegated functions apply from 13th May 2024 and set out the powers delegated by Wantage Town Council to its committees and sub-committees pursuant to the Local Government Act 1972.
- 1.3 These terms of reference may only be amended by resolution of Wantage Town Council.
- 1.4 All committees and sub-committee must operate within procedures set down in the Town Council's Standing Orders and Financial Regulations.
- 1.5 The following are standing committees of the Council:
 - a) Leisure and Amenities
 - b) Planning
 - c) Promotion, Communication and Events
 - d) Policy, Management and Finance
 - e) Climate Emergency
 - f) Health
 - g) Staffing

2. MATTERS RESERVED TO THE FULL COUNCIL

- 2.1 The following matters are reserved to the Full Council and may not be delegated to committees or sub-committees:
 - a) All functions reserved by law to the Council
 - b) Election of the Town Mayor and Deputy Mayor
 - c) Appointment of committees of the Council, agreeing their terms of reference and delegated functions
 - d) Deciding on the composition of committees of the Council and appointment of members to serve on them
 - e) Appointment of members to serve on joint committees and any outside body
 - f) Making, amending or adopting Standing Orders
 - g) Approving or amending Financial Regulations and financial policies
 - h) Amending or approving any scheme of delegation to officers
 - i) The annual budget review and the setting of the precept
 - j) Virement of funds between budget categories
 - k) Approval of funds to be transferred to earmarked Reserves
 - l) Approving borrowing
 - m) Writing off bad debt
 - n) Setting or reviewing any capital investment programme
 - o) Approval of any capital project or the issue of any contract with a value exceeding £10,000
 - p) Approval of material expenditure not included in the annual budget
 - q) Approval of committee expenditure over the value agreed in the delegated powers
 - r) Setting of members' allowances
 - s) Approval of the Annual Governance and Accounting Return (AGAR)
 - t) Appointment of the internal auditor
 - u) Adoption of the General Power of Competence
 - v) Making, amending or revoking bye-laws, schemes and regulations made under statute
 - w) The formal adoption of Neighbourhood Plans
 - x) the appointment of the Town Clerk
 - y) supporting or opposing the making of local legislation
 - z) creation of Council companies
 - aa) determining the strategic objectives of the Council
 - bb) the acquisition of land and property (real estate) whether by purchase, lease or other method of acquisition

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3. LEISURE AND AMENITIES COMMITTEE

3.1 Number of members: Eight

3.2 Number of names substitutes: Three

3.3 Quorum: Three members/named substitutes

3.4 Responsible for:

- a) Maintenance of all allotment sites
- b) Maintenance of Chain Hill Cemetery
- c) Maintenance of the Market Square and VC Forecourt
- d) Maintenance of all other land belonging to the Council
- e) Running of the Markets, including stalls
- f) Management of Market place parking
- g) Management of Council owned planters
- h) Management of Christmas displays
- i) Provision and maintenance of street furniture
- j) Maintenance of Play areas
- k) Provision and maintenance of trees

3.5 Delegated authority to spend within each budget line item the value of the budget up to a maximum of £5,000. Expenditure over the agreed budget or in excess of £5,000 to be agreed by Full Council. Expenditure may not be disaggregated to avoid these limits.

4. PLANNING COMMITTEE

4.1 Number of members: Seven

4.2 Number of named substitutes: Two

4.3 Quorum: Three members/named substitutes

4.4 Responsible for:

- a) Responses to Planning applications
- b) Responses to Planning related consultations
- c) Development and maintenance of the Wantage Neighbourhood Plan
- d) Highways matters
- e) Development control
- f) Tree preservation
- g) Transport services
- h) Street and Property Naming
- i) Parking provision
- j) Licensing applications

4.5 Delegated authority to comment on planning applications on behalf of the Council.

4.6 Delegated authority to reply to licensing applications on behalf of the Council

4.7 Delegated authority to spend within each budget line item the value of the budget up to a maximum of £5,000. Expenditure over the agreed budget or in excess of £5,000 to be agreed by Full Council. Expenditure may not be disaggregated to avoid these limits.

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5. PROMOTION, COMMUNICATIONS AND EVENTS COMMITTEE

5.1 Number of members: Five

5.2 Number of named substitutes: Two

5.3 Quorum: Three members/named substitutes

5.4 Responsible for:

- a) Events organised by the Town Council
- b) Town Centre Tourism
- c) Promotion of the town to attract visitors
- d) Promotion of local activities
- e) Increasing awareness of societies and associations in the area
- f) Community websites, specifically Love Wantage
- g) Wantage and Grove community Facebook
- h) Preparation and distribution of the Wantage newsletter
- i) Communication of information to the community (e.g. notices from the Vale or County that may be of use or interest)

5.5 All activities approved, authorised or funded by the Town Council to be referred to the OC&E for approval regarding dates and suitability.

5.6 Delegated authority to spend within each budget line item the value of the budget up to a maximum of £5,000. Expenditure over the agreed budget or in excess of £5,000 to be agreed by Full Council. Expenditure may not be disaggregated to avoid these limits.

6. FINANCE AND GRANTS COMMITTEE

6.1 Number of members: Sixteen (all Council members)

6.2 Number of named substitutes: N/A

6.3 Quorum: Six members

6.4 Responsible for:

- a) Council risk assessment
- b) Health and Safety
- c) Grants and donations
- d) Accounts for payment
- e) Council insurance
- f) addressing recommendations made by the internal and external auditors
- g) Licences, e.g. premises licence, PRS licence
- h) Land registry
- i) Administrative and management matters

6.5 Delegated authority to spend within each budget line item the value of the budget up to a maximum of £10,000. Expenditure over the agreed budget or in excess of £10,000 to be agreed by Full Council. Expenditure may not be disaggregated to avoid these limits.

6.6 Delegated authority to approve the release of budgeted grants.

6.7 Delegated authority to award unbudgeted grants and donations up to a maximum of £2000 provided that the award is within the unallocated grants budget. Unbudgeted grants over £2000 and/or over the agreed budget to be agreed by full council.

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7. STAFFING COMMITTEE

7.1 Number of members: Five

7.2 Number of named substitutes: One

7.3 Quorum: Three members

7.4 Responsible for:

- a) Interviewing and appointment of staff
- b) Staff pay rates
- c) Staff hours
- d) Staff contracts of employment and associated contractual matters
- e) Job descriptions and evaluations
- f) Pension matters
- g) Disciplinary and Grievance matters

7.5 Delegated authority to accept and implement national pay awards.

7.6 Delegated authority to alter staff working hours.

7.7 Delegated authority to approve the increase to staff grades up to a maximum of 3 spine points and within each budget line item. Any proposed increase over this to be agreed by full council.

8. CLIMATE EMERGENCY COMMITTEE

8.1 Number of members: Six

8.2 Number of named substitutes: Two

8.3 Quorum: Three members

8.4 Responsible for:

- a) Progressing the Council's Climate Emergency policy
- b) Working with local community groups to support climate action and to give grants where appropriate.
- c) Promotion of climate issues,
- d) Communication with different levels of government to promote sustainability within the parish of Wantage.
- e) To work with other committees to ensure that sustainable goals are embedded in all policies.
- f) To have an oversight of environmental quality measures in the town.

8.5 Delegated authority to award grants up to £250 for climate related activities.

9. HEALTH COMMITTEE

9.1 Number of council members: Five

9.2 Number of named substitutes: Two

9.3 Quorum: Three members

9.4 This is a joint committee which includes a number of co-opted members from outside the council.

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9.5 Responsible for:

- a) Working with the relevant bodies to help ensure the satisfactory delivery of the Wantage Hospital project
- b) Working with the relevant bodies to review and assist in the improvement of healthcare services within the town
- c) Further responsibilities to be defined

9.6 Delegated authority for expenditure on promotional materials and public meetings up to a maximum of £1000 on any one event and within the agreed budget. Expenditure over the agreed budget or in excess of £1000 to be agreed by Full Council. Expenditure may not be disaggregated to avoid these limits.

10. WANTAGE TRAFFIC ADVISORY COMMITTEE

10.1 The committee shall be known as the Wantage Traffic Advisory Committee or WTAC

10.2 The administration of WTAC will normally be undertaken by officers of Wantage Town Council.

10.3 Meetings of WTAC will normally be held every quarter. The time of the meeting to be determined by the committee.

10.4 As this is advisory group and no decisions will be made, meetings may be held online.

10.5 The quorum shall be four members.

10.7 No business other than that set out in the agenda published by the Deputy Clerk may be considered.

10.8 The Chair and Vice-Chair shall be elected by the Town Council at its annual meeting in May each year.

10.9 The Chair is to be an elected member of Wantage Town Council.

10.10 WTAC may include representatives from the following, who shall be regarded as members of the committee:

- a) Wantage Town Councillors – Five
- b) Vale of White Horse District Councillors – One
- c) Oxfordshire County Councillor – One
- d) Oxfordshire County Council officer - One
- e) Wantage Mobility representative – One
- f) Thames Valley Police officer – One
- g) Member of Active Travel Group - One

10.11 Where a member is unable to attend a meeting they may nominate a substitute provided the nominating member informs the Deputy Clerk prior to commencement of the meeting.

10.12 Other officers representing the Town Council, District Council, County Council and Thames Valley Police shall have a right to attend meetings of WTAC and speak in an advisory capacity.

10.13 WTAC does not have delegated powers but may consider any traffic related matter of concern to the town of Wantage, and may offer advice of such matters to any of the Councils or other relevant organisations as appropriate.

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10.14 The following list indicates the type of matter which may be discussed by WTAC:

- a. Existing or proposed road schemes or traffic management schemes
- b. Traffic calming
- c. Traffic signalling, signing and road markings
- d. Pedestrian and school crossings
- e. Footways
- f. Street lighting
- g. Car parking
- h. Road safety
- i. Cycling

10.15 Meetings shall be open to the public and the press and governed by the Town Council's Standing Orders.