



**Terms of Reference
and Delegation of Powers to Committees**

2013–2014

Adopted by Full Council 13.05.2013



Committee	Page Number
Town Council	3
Planning Advisory	4
Finance and Assets	5
HR	7
Town Development	8
Working Groups	9
Co-option Policy	10

Note: Amendments to these Terms of Reference may be made from time to time by resolutions of the Town Council.

Terms of Reference

Warminster Town Council

1. The following matters shall be reserved for decision by the Town Council, but the appropriate Committee(s) may make recommendation for the Council's consideration:
 1. The Precept
 2. Borrowing money
 3. Making, amending or revoking Standing Orders, Financial Regulations, Duties and Powers of Proper Officer provisions
 4. Making, amending or revoking by-laws
 5. Making of Orders under Statutory Powers
 6. Matters of principle or policy
 7. Consideration of comments and recommendations made by the Internal and External Auditor
 8. Nomination or appointment of representatives of the Town Council on any authority, organisation or body (except approved conferences or meetings)
 9. Nominate members of all proper and sub committees
 10. New powers or duties
 11. Prosecution or defence in a Court of Law
 12. Nomination or appointment of representatives of the Council to any enquiry on matters affecting the Town
 13. Receive reports referred to the Town Council from the various Committees/Sub-Committees
 14. Receive reports and consider recommendations from all Working Groups set up by Full Council
 15. Authorise the sealing of various documents with the Common Seal
 16. To appoint representatives on outside bodies or joint bodies
 17. To confirm the appointment of the Town Mayor/Deputy Mayor
 18. To confirm the schedule of meetings of the Town Council/Committees/Sub-Committees for the ensuing year
 19. To receive petitions and deputations from members of the public or any organisations
 20. Any other matters not delegated to a Committee or Sub-Committee or referred to the Council by Committees or Sub-Committees

Terms of Reference

Planning Advisory Committee

The Planning Advisory Committee meets every three weeks or when necessary to consider all planning applications in the town. Comments are sent to the Unitary Council as part of their consultation procedure. The aim is to use Planning Law, Policy and Periodic Planning Guidance notes to preserve and enhance the town's character, whilst encouraging its commercial and social vitality. It will also consider the contents and desires laid out in the Town Plan.

1. Membership

Seven elected Members.

2. Delegated Business.

The Committee has delegated authority to deal with the following matters to conclusion:

2.1 At meetings to consider all planning applications sent for consultation by Wiltshire Council.

2.2 To comment on behalf of the Town Council on planning applications having due regard to the Town Council's policies.

2.3 To deal with requests for street naming.

2.4 To produce and publish any information for the public in connection with planning matters, except plans which hold copyright.

2.5 To delegate the power to the Town Clerk in discussion with the Chairman or Vice Chairman, to make recommendations to Wiltshire Council on minor revisions to applications for which there is insufficient time to call a planning committee or sub committee meeting. The exercise of this power should be consistent with established practice and policy of the committee, where defined, and shall be reported to the next planning committee meeting.

2.6 Equipment within the area of its responsibilities and not under the control of any other committee.

2.7 Receive petitions and deputations from the general public or any organisation.

3. Referred Business

To consider and make recommendations to the Town Council on the following matters:

3.1 Any other matters referred to the Committee by the Town Council.

Terms of Reference

Finance and Assets Committee

The Finance and Assets Committee manages the Town Council's budgets to ensure all expenditure is authorised where necessary and income is collected. The Committee manages the assets of the town that the Council owns or manages, such as Dewey House, Warminster Civic Centre, bus shelters, benches, the obelisk, War Memorial, National Trust Field, Minster closed churchyard, Boreham Cemetery, Ashley Place amenity space and any other asset.

1. Membership

Seven elected Members.

2. Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:

2.1 All financial matters

2.1.1 Monthly Management Accounts

2.1.2 To receive reports of paid invoices for goods and services

2.1.3 Draft budget for submission to Full Council for decision

2.1.4 Annual Accounts and Internal Audit Report for submission to Full Council for adoption.

2.2 To set up such Sub-Committees and Working Groups as necessary

2.3 Specific matters referred by the Town Council.

2.4 Allocation of grants within the agreed criteria and budget of the Town Council

2.5 Agree and manage maintenance contracts and budgets for all services and assets owned by the Town Council.

2.6 To act as a Tender Committee as and when necessary and to report the outcome of any tendering procedure to Full Council.

2.7 Administration, maintenance and use of all buildings and public spaces that the Town Council owns and which are in use.

2.8 Receive petitions and deputations from members of the public or any organisation.

3. Referred Business

The Committee may consider and state to the Town Council on the following matters:

3.1 Allocation of grants within the agreed criteria and budget of the Town Council

Finance and Assets Committee continued

- 3.2 Budget estimates, to be prepared no later than November of each year.
- 3.3 Monitor income and expenditure within the budget estimates approved by the Town Council, and make necessary recommendations.
- 3.4 Review the Town's Council's Financial Regulations as necessary.
- 3.5 Any other matters referred to the Finance and Assets Committee by the Town Council, that are not within their terms of reference.

Terms of Reference

HR Committee

The HR Committee is responsible for all staffing matters for the whole Council and includes all training and development matters, this includes elected members. The Committee will also be responsible for all Health & Safety issues and the relevant required risk assessments.

1. Membership
Mayor and Deputy Mayor, Chairs of Finance and Assets, PAC and Town Development.
2. Delegated Business
The Committee has been delegated authority to deal with the following matters to conclusion:
 - 2.1 To advertise for staff appointments and arrange interviews.
 - 2.2 To carry out the Town Clerk's staff appraisal and agree objectives.
 - 2.3 To agree and arrange training requirements for staff and Councillors within the agreed budget.
 - 2.4 To consider, and bring to a final conclusion, any matters of grievance or discipline as outlined by the policies contained in the Staff Handbook applicable to all members of staff employed by the Town Council.
 - 2.5 To discuss with the Town Clerk, and staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures and make decisions.
 - 2.6 To receive and note annual and other appraisals and be the point of contact for any appeal.
 - 2.7 To deal with any staff complaint concerning the Town Clerk.
 - 2.8 To deal with any staff matters referred by the Town Clerk.
 - 2.9 To ensure that the Council complies with Health and Safety issues including the annual risk assessment procedure.
 - 2.10 Any other personnel matters delegated by the Town Council.
3. Referred Business
 - 3.1 To interview for staff appointments and make decisions.
 - 3.2 To review staff requirements and job descriptions, revise as necessary.

Terms of Reference

Town Development Committee

The Town Development Committee co-ordinates all transport, highways and environmental issues in the town. These include play areas, lighting, road maintenance, new highway projects and speed limits, and also the Parish Steward programme, rural footpaths, byways and all other rights of way and flooding. The production of the Town Plan falls to this committee.

1. Membership

- 1.1 Seven elected Members
- 1.2 A representative of the Civic Trust
- 1.3 A member of the public

2. Delegated Business

The Committee has been delegated to deal with the following matters to Conclusion:

- 2.1 To consider and comment on any highways and transport matters and oversee related projects.
- 2.2 Footpaths, bridleways and rights of way.
- 2.3 Equipment within the area of its responsibilities and not under the control of any other committee.
- 2.4 To request funds from the Capital Fund cost centre as agreed by the committee.
- 2.5 To set up such Sub-Committees and Working Groups as necessary.

3. Referred Business

To consider and make recommendations to the Town Council on the following matters:

- 3.1 Budget estimates, to be prepared no later than September each year.
- 3.2 Any other matters referred to the Committee by the Town Council.

Terms of Reference

Working Groups

Working Groups set up by Warminster Town Council, Finance and Assets, Town Development and Planning Advisory Committees

1. Membership

The chairman of any Committee setting up a Working Group shall be a member. Any other members can be appointed and so can non-elected members of the public or any other representative from a properly constituted body.

2. Delegated Business

The Working Group has delegated authority to discuss and debate items as specified by the parent Committee in a brief which should be minuted:

- 2.1 No Working Group shall have powers to make decisions on policy or budget commitment. Recommendations shall be put before the relevant Committee for ratification.
- 2.2 Agendas shall be put together by the Clerk's office in conjunction with the Chairman.
- 2.3 Minutes of the Working Groups will be made available to all members and the general public on request. They will be prepared by the Clerk's office unless other arrangements have been made.
- 2.4 Meetings of Working Groups will not necessary be open to the public but all minutes will be available once adopted by the parent Committee.
- 2.5 The general ToRs can be expanded for any working group if required to enable the completion of a project. Any additional ToRs will be adopted by the parent committee.

Terms of Reference

Co-option Policy

All committees of Warminster Town Council, with the exception of the Finance and Assets Committee, can co-opt members who are not elected Councillors to assist with the work of their committee.

All members of the Finance and Assets Committee must be members of the appointing Council.

The co-option of an individual is not to be confused with the filling of a casual vacancy on Full Council, which would only arise if an elected member should resign, die or be disqualified.

Co-option will not be politically led nor be a vehicle to enlist those parties not represented on Warminster Town Council.

Co-opted members appointed to a Committee of the Council will have the authority of the organisation they are representing and this should be advised in writing to the Clerk of the Council if requested.

Co-opted members will be known as Advisers to the Committee.

Advisers can be appointed by a Committee in the event that additional expertise is required to make decisions or add knowledge that would be of benefit to the committee concerned.

Advisers will have no voting rights. There are exceptions to this rule, and non members would have a vote in four cases. These four are the management of land, harbour functions if the council is a harbour authority, tourism functions and the management of a festival.

All members of a Committee will vote for an individual adviser to be appointed by way of a resolution in a public meeting, with the exception of the HR Committee who will appoint in private.

