



SUNNINGDALE PARISH COUNCIL

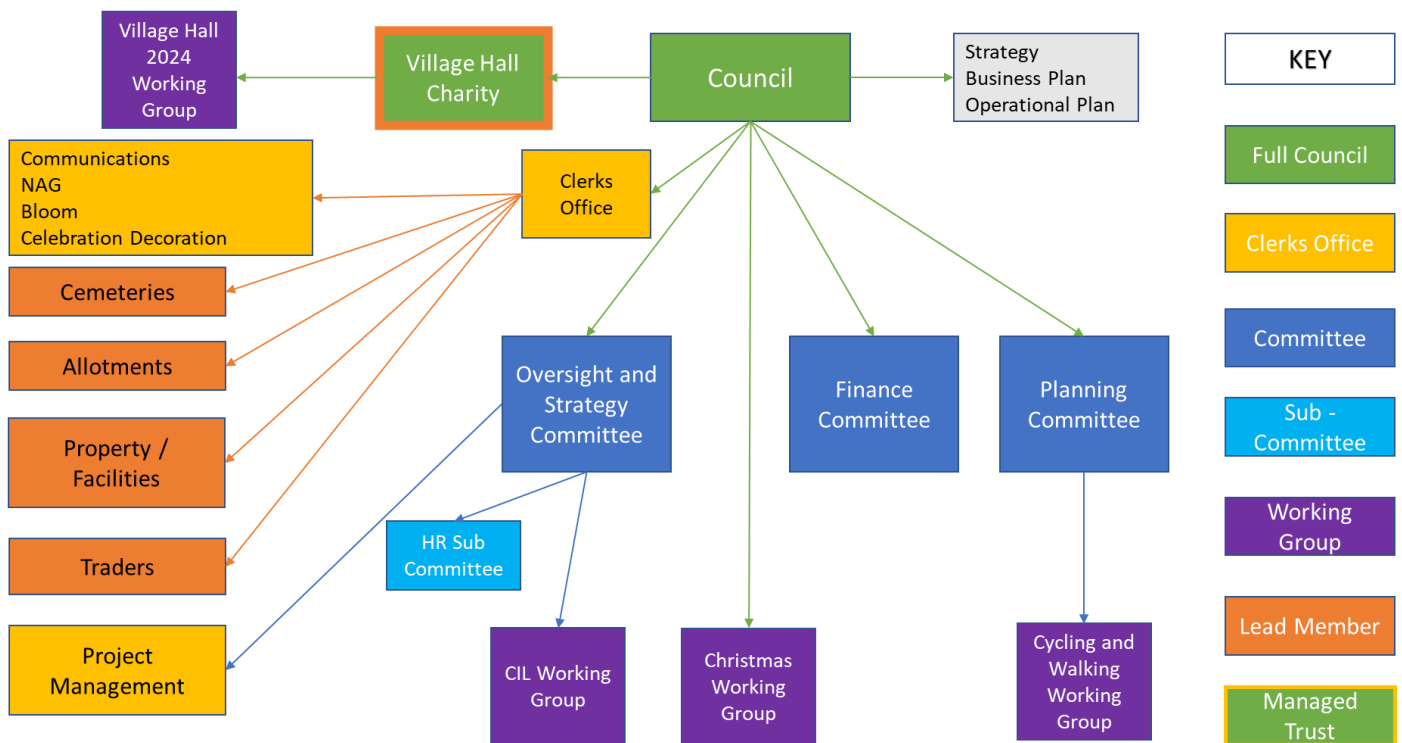
Terms of Reference for Committees and Focus Areas 2023 2024

Proposed to amend 16 May 2023.

Councillors are invited to participate in Committees and the permanent Focus Areas annually at the start of each financial year. Task and Finish Focus Areas are set-up, and closed, when needed.

Committee and Group Structure

The Committee structure of Sunningdale Parish Council is shown in the Diagram below:-



Standing Orders and Code of Conduct

All Committees shall comply with Sunningdale Parish Council's Standing Orders and Code of Conduct. The Code of Conduct shall apply to all Focus Area work.

The dates of committees will be set at the beginning of the year, with additional meetings held as necessary.

Terms of Reference for Committee Chair

The Committee Chair will perform the following duties:

1. General

- Ensure that the Committee satisfies its duties and responsibilities as set forth in these Terms of Reference
- Ensure the Committee discharges its oversight and insight roles.
 - Oversight reflects the Committee's responsibilities to manage and supervise the management of the areas detailed in the above document.
 - Insight refers to advice that is given by Committee members based on the breadth of their experience.
- Provide leadership, foster effectiveness, and develop teamwork within the Committee.
- Guide the Committee in establishing a consensus on important issues and decisions, while allowing full and open debate.
- To determine if the committee members have any training requirements. If so, to put any recommendations forward to Council for approval.

Consider whether it is appropriate for the committee to have any delegated powers. If so, to put any recommendations forward to Council for approval.

2. Committee Meetings

- In consultation with the Clerk to the Council and/or designated member of the Clerk's office:
 - determine matters that should be addressed by the Committee and develop the agenda for Committee meetings.
 - ensure that the Committee has sufficient and timely information to operate at the level of subject matter literacy required to enable it to make informed decisions.
- Co-ordinate with the Clerk to the Council to ensure that matters to be considered by the Committee are properly presented and given the appropriate opportunity for discussion.
- Chair meetings of the Committee, and when required appoint an acting chair. Ensure that all Committee meetings are conducted in an efficient and productive manner.
- Encourage Committee members to ask questions, express viewpoints and add insight during Committee meetings.
- Ensure that the Committee has access to all members of Council necessary to undertake its responsibilities.
- In co-ordination with the Clerk to the Council invite non-council members to join the committee with non-voting rights if they have an area of expertise which would benefit the Committee

3. Relationship with the Council

- Ensure that Committee members understand the boundaries between the Committee and Council responsibilities; when the proposed actions require Council approval and when actions may proceed as already approved.
- Provide advice and counsel to the Council in the areas covered by the Committee's Terms of Reference.

4. Reporting to the Council (Committees only)

- Report to the Council via draft minutes after each committee meeting with details about the Committee's proceedings and recommendations.

- Prepare and bring forward recommendations and proposals in the relevant format e.g. capital request forms if funds are being requested.

5. Other

- Review annually, in consultation with the Oversight and Strategy Committee, the Terms of Reference for the Committee; and the ability of the Committee to fulfil its responsibilities.
- Carry out such functions as requested by the Council.

Planning Committee

The Committee will comprise of:

Voting Members: All councillors who nominate themselves for this committee

Non-Voting Officers: Deputy Clerk

The quorum of the Committee 3 Members

shall be: *(As approved by council on the 13th of September 2016, minute point 122/16)*

The Chairman: Will be selected from amongst the members either at the Annual Meeting of the Parish Council, or the first meeting of the committee immediately after the May council meeting

Frequency: The Committee shall meet every 28 days

Non-Voting Members: The Committee may invite others to contribute to discussions on various topics.

Minutes: Minutes will be taken by the Officer assigned to the committee and provided for approval at the next committee meeting.

The Committee shall:

- Consider every planning application related to this Parish and may make representations to the Borough on any application referred to the Parish Council under delegated authority.
- Where it considers it to be appropriate, make representation at Development Control Panel and at appeal hearings on applications which affect the Parish.
- Consider any planning application in the neighbouring parishes which impacts on this Parish, most notably the DERA Development.
- Consider any development (Local) plan or strategy proposals under planning legislation affecting the Parish.
- Uphold the principles of the Neighbourhood Plan and be party to any future update to that Neighbourhood Plan.
- Consider any future development that impacts on the Parish, including Sunningdale Park, and consider the infrastructure implications of such developments.

Knowledge base for the committee

- Ascot, Sunninghill and Sunningdale Neighbourhood Plan – 2011 to 2026
- Borough Local Plan – RBWM adopted February 2022
- National Planning Policy Framework
- CPRE and NALC Publication – How to respond to a planning application.

Finance Committee

The Committee will comprise of:

Voting Members:	All councillors who nominate themselves for this committee, however, must be at least 4 councillors
Non-Voting Officers:	RFO / Clerk
The quorum of the Committee shall be:	3 Members
The Chairman:	Will be selected from amongst the members either at the Annual Meeting of the Parish Council, or the first meeting of the committee immediately after the May council meeting
Frequency:	The Committee shall meet at least quarterly, and more frequently as required
Non-Voting Members:	The Committee may invite others to contribute to discussions on various topics.
Minutes:	Minutes will be taken by the Clerk (or other as appropriate) and reported to the next meeting of the Parish Council.

The Committee shall:

- Supervise the overall budgetary process of Council (including preparing and recommending to Council a budget for the following year).
- Maintain overall governance and proper conduct of public money.
- Monitor income and expenditure and review the monthly reports against budget.
- Review the financial implications of recommendations for salaries and HR matters.
- Consider the recommendations of other committees for expenditure and report to Council on the financial implications thereof.
- Recommend to Council prices, rents, and other charges, including the cemetery fees, allotment rents, room hire rent, refreshment chalet rent.
- Consider the findings of the Internal Auditors Reports (2) and take appropriate action.
- Consider the Annual Accounts prior to them coming before Council for approval.
- Consider any other financial matter that may arise including the management of CIL.
- Ensure the Clerk/RFO receives financial training as and when required.
- Ensure that the RFO reports to Council monthly.
- Provide input to the annual Business Plan on how projects and activities will be funded and reflect this in the budget for the coming year.

Knowledge base for the committee

- Good understanding of Accounting Principles
- Sunningdale Parish Council Financial Regulations
- Joint panel on accountability and governance – Practitioners Guide 2023
- Public Contract Regulations 2015
- Audit Commission Act 1998
- Accounts and Audit (England) Regulations 2011/817 21
- Local Government Finance Act 1992, S41 (4) 20

Oversight and Strategy Committee

The Ex-Officio Committee will comprise of:

Voting Members:	The Chairman, Vice-Chairman, Finance Committee Chairman and Planning Committee Chairman
Non-Voting Officers:	Parish Clerk and/or the Deputy Clerk
The quorum of the Committee shall be:	3 Members
The Chairman:	Will be selected from amongst the members either at the Annual Meeting of the Parish Council, or the first meeting of the committee immediately after the May council meeting
Frequency:	The Committee shall meet quarterly through the year, and more frequently if required to achieve their objectives
Non-Voting Members:	The Committee may invite others to contribute to discussions on various topics.
Minutes:	Minutes will be taken by the Clerk (or other as appropriate) and reported to the next meeting of the Parish Council.

The Committee shall:

- Review and improve operational procedures in line with recognised examples of Best Practice
- Oversee compliance with regulatory requirements.
- Oversee compliance with Health and Safety requirements.
- Be responsible with the Clerk for HR practices and employment matters, including determining headcount and structure, definition of roles and responsibilities and salary scales.
- Provide input on staffing and headcount to the Finance Committee during the annual budget process.
- Approval of emergency/urgent expenditure
- Review annually the risk register, the asset register and financial regulations and make recommendations to Council on appropriate action.
- Have oversight of active projects, and report to council on project status
- Facilitate and provide support to the Council in the monitoring and delivery of the Business Plan and Operational Plan.

Knowledge base for the committee

- Council policies and procedures
- General Data Protection Regulations, Data Protection Act 2018
- Freedom of Information Act 2000
- Risk Management
- NALC legal topic notes (provided by the Clerk)
- SLCC guidance (provided by the Clerk)

HR Sub Committee of Oversight and Strategy Committee

The Sub-Committee will comprise of:

Voting Members:	The members of the Oversight and Strategy Committee and 2 further councillors who nominate themselves to the committee
Non-Voting Officers:	Parish Clerk and/or the Deputy Clerk

The quorum of the Committee shall be:	3 Members
The Chairman:	Will be selected from amongst the members either at the Annual Meeting of the Parish Council, or the first meeting of the committee immediately after the May council meeting
Frequency:	The Committee shall meet a minimum of twice per year: <ul style="list-style-type: none"> • After the employee appraisals have been conducted • At the point of setting the Staffing Budget for the council budget (usually October) and more frequently if required
Non-Voting Members:	The Committee may invite others to contribute to discussions on various topics.
Minutes:	Minutes will be taken by the Clerk (or other as appropriate) and reported to the next meeting of the Parish Council. (Part II)

The Sub-Committee shall have delegated powers from Council to determine(26 April 2022, 14/21):

- Scale point changes
- Details re levels points for new positions
- Payment of TOIL
- Hours of employment for team
- Matters arising from the appraisals.

Knowledge base for the committee

- [UK Employment regulations](#)
- Council employment policies including:
 - Dignity at Work
 - Equality and Diversity
 - Whistle blower
 - Health and Safety
 - Grievance
- National Employers Annual Pay Award and NJC Pay scales.

Village Hall Charity Committee

The Charitable Trust Committee will comprise of:

Voting Members:	At least 4 councillors who nominate themselves to the committee
Non-Voting Officers:	The Charity Manager (currently the Clerk) Village Hall Marketing Manager (as minute taker)
The quorum of the Committee shall be:	3 Members
The Chairman:	Will be selected from amongst the members either at the Annual Meeting of the Parish Council, or the first meeting of the committee immediately after the May council meeting
Frequency:	The committee shall meet quarterly, or more frequently as required.
Non-Voting Members:	The committee may invite non-council members to join, however council members should be the majority.

Minutes:

Minutes will be taken by the relevant officer and remain separate to Council minutes.

The 'wearing of two hats'.

It is important that the members of the Charity Committee are aware of which 'hat' they are wearing when conducting the business of a charitable village hall.

The Charity Commission advises (OG 56 A1):

"The charity needs to be independent of the local authority in the sense that decisions about the administration and operation of the charity need to be taken solely in the interests of the charity, with a view to furthering its charitable purposes, and for no other purpose".

To enable this divide, the Charity Committee will meet on separate occasions to the council and with separate agendas and minutes which remain confidential to the Charity apart from the Annual General Meeting.

The committee shall:

- Manage the strategic decisions pertaining to the charity on behalf of the parish council and oversee the operational management as delivered by the Charity Manager (currently the Clerk to the Council) and employees.
- Ensure that the parish council keeps the property and funds of the charity separate to the corporate property and funds of the local authority.
- Ensure that the property and funds of the charity are not available for the council's corporate purposes.
- Not assume that the parish council will or should provide any financial support to the charity; the charity has no automatic call on the property, personnel, or funds of the parish council.
- Ensure that the interests of the charity are not over-ridden by or confused with the interests of the parish council as a local authority.
- Act as a corporate body: individual council members are not themselves charity trustees, it is the parish council which is the charity trustee.
- Individual council members do not act in a personal capacity as they would if they were a parish council appointee to an independent village hall charity.
- In managing the Charity ensure that the interests of council taxpayers, party political or personal interests do not come into play when taking decisions.

Responsibility for the Charity Accounts

Members of the Charity Committee will be responsible for the approving the Village Hall account returns as prepared by the Charity Manager and Finance service. The management of the charity accounts require that:

- separate accounts are kept, in the charity's name, for the charity's income and expenditure, as required by the Charities Act 2011
- any reserves must be accounted for separately from parish council reserves.
- the charity's accounts should form part of the parish council's accounts only in the sense that they might be annexed to the council's accounts.
- to disclose through the Annual Return (AGAR) for the parish councils whether the parish council is acting as sole charity trustee in respect of land or other assets.
- to comply with the charity reporting and accounting requirements of the Charities Act 2011, including preparation of an annual report by the trustees in the required form

Voting Officers:	Clerk to Council / Project Officer
The quorum of the working group shall be:	3 voting members
The Chairman:	Would normally be the lead member, however, may also be elected by the working group immediately after the May council meeting
Frequency:	The working group shall meet quarterly, or more frequently as required.
Voting Non-Council Members:	The working group may invite non-council members to join, however council members should be the majority.
Minutes:	Notes for meetings will be taken by the relevant officer and be included in full or part into a report to council by the lead member / chairman of the working group when appropriate.

Responsibilities:

- To actively monitor the provision of Footpaths and Cycle paths in Sunningdale and make recommendations for improvements or new paths which would benefit the Village.
- To work with Sunninghill and Ascot Parish Council on joint plans for green infrastructure
- To liaise with Tim Golabek and team on the LCWIP over the 10-year RBWM project lifecycle
- Liaise with Sharon Wootten, RBWM Public Rights of Way Officer, to agree the annual maintenance requirements and allocation of budget.
- To review the provision of cycle paths in conjunction with national bodies and potential funding opportunities to improve the network.
- To review and update where appropriate the information available on the parish website for the location of footpaths, cycle paths and walks.

CIL

The working group will report to the Oversight and Strategy Committee and comprise of:

Lead Member:

Voting Members: The Lead Member and all councillors with active CIL projects in the council year.

Voting Officers: Clerk to Council / Project Officer

The quorum of the working group shall be: 3 voting members

The Chairman: Would normally be the lead member, however, may also be elected by the working group immediately after the May council meeting

Frequency: The working group shall meet quarterly, or more frequently as required.

Voting Non-Council Members: The working group may invite non-council members to join, however council members should be the majority.

Minutes: Notes for meetings will be taken by the relevant officer and be included in full or part into a report to council by the lead member / chairman of the working group when appropriate.

Responsibilities:

1. To draft policies and procedures for managing CIL funds.
2. To propose to Council projects and activities which will enhance the parish infrastructure for residents as per the rules of CIL funding.

3. Oversee the delivery of the projects in timely fashion and within agreed parameters.
4. Control and report on CIL funds, their use, available balance, and forward projections as required.
5. To update the Business Plan to include a CIL 1,2,3 list annually.

Christmas and Events

The working group will report to the council and comprise of:

Lead Member:

Voting Members: The Lead Member and any councillor who nominates themselves onto the working group

Voting Officers: Admin and Events Officer
Clerk to the Council oversight

The quorum of the working group shall be: 3 voting members

The Chairman: Would normally be the lead member, however, may also be elected by the working group immediately after the May council meeting

Frequency: The working group shall meet quarterly, or more frequently as required in the run up to the event.

Voting Non-Council Members: The working group may invite non-council members to join, however council members should be the majority.

Minutes: Notes for meetings will be taken by the relevant officer and be included in full or part into a report to council by the lead member / chairman of the working group when appropriate.

Responsibilities

- to set the date and organise the annual Christmas event in association with the traders.
- to liaise with the Borough on all relevant matters, including the Christmas lights, H&S
- to prepare a plan and a budget for the event, for approval by Council, and to raise funds to cover the expenditure where possible.

Village Hall 2024

The working group will report to the council, will be affiliated to the Village Hall Trustee Committee and Oversight and Strategy Committee, and comprise of:

Lead Member:

Voting Members: Nominated members of the Village Hall Charity Committee, the Oversight and Strategy Committee and any other interested councillors.

Voting Officers: Village Hall Charity Manager / Clerk
Nominated members of the Village Hall Management Team

The quorum of the working group shall be: 3 voting members

The Chairman: Would normally be the lead member, however, may also be elected by the working group immediately after the May council meeting

Frequency: The working group shall meet quarterly, or more frequently as required in the run up to the event.

Voting Non-Council Members: The working group may invite non-council members to join, however council members should be the majority.

Legal representation will be included to ensure charity law is complied with.

Minutes:

Notes for meetings will be taken by the relevant officer and be included in full or part into a report to council by the lead member / chairman of the working group when appropriate.

Responsibilities:

- To review the lease which terminates in November 2024 and propose to Council a plan for the following years no later than October 2023
- To review the operation of the Village Hall for the users, residents, and impact on council operations
- To review and ensure charity law is abided by.
- To liaise with stakeholders at the Village Hall
- To invite a representative from the Sunningdale Preschool to participate in some of the discussions for future planning.

Focus Areas for 20223-2024

A Focus Area is defined as an activity which requires a more focussed and detailed approach, and is managed as follows:

- A Focus Area will be assigned to an Individual (as Lead Member). The Lead Member may be either a member or an officer of the council.
- The Lead Member may optionally work with other individuals to fulfil the activities required.
- A Task and Finish Focus Area can only be set-up (and disbanded) as the result of a recommendation from a committee. The proposing Committee will define the terms of reference of the Focus Area, and the scope of their activities.
- The reporting line for a Lead Member can be either a committee, the Clerk's Office or directly to the Chairman. The Lead member is responsible for managing the activities and harnessing resources to deliver the required outcomes.
- A Focus Area can only provide advice and information to the Council. Any recommendations will be brought forward to Council for approval via a committee.

The following Focus Areas below are 'permanent' Focus Areas – and the Lead Members for these will be decided at the Annual Meeting in May.

Allotments

Reporting to: Clerk's Office
Lead Member:
Officer: Deputy Clerk

Responsibilities:

- To represent Council to ensure safe, maintained, and desirable allotments are retained in Sunningdale.
- To represent Council to liaise with the Clerk's Office team member on the day-to-day management of the allotments.

- To represent Council to monitor the allotment lease holders' compliance with the rules and regulations of their leases by conducting with the Clerk's Office team member quarterly inspections of the allotments.
- To attend 3 separate judging sessions from May to August at the Allotments as organised by the Clerk's Office team member to decide the annual winners of the William Pack Cup
- To represent Council and host the Allotment Tea in early September along with the Chairman of the Council and award the William Pack Cup prizes.
- To annually review with the Clerk's Office team member the regulations for the allotments and suggest changes where appropriate.

Cemeteries

Reporting to: Clerk's Office
 Lead Member:
 Officer: Clerk to the Council

Responsibilities:

- To provide the Clerk, as the Cemetery Authority representative, as the day-to-day manager of the Cemetery, with support when additional cemetery requests are made that are not provided for in the standard terms.
- To review the infrastructure and ongoing maintenance of the cemetery and make recommendations in conjunction with the Clerk's Office for future works.
- To actively review the annual regulations and charging schedules in conjunction with any legislative changes and working with the Clerk's Office team member, make recommendations for changes.
- To represent Council if required in meeting with bereaved family members in relation to cemetery queries.
- To monitor the use and requirement for extension of the cemetery and potential of the option for a future purchase of a new cemetery
- To facilitate the maintenance of the Holy Trinity closed churchyard.

Property

Reporting to: Clerk's Office
 Lead Member:
 Officer: Clerk to the Council

Responsibilities

- Oversight of Property and Asset management of the Property Portfolio of the Council, namely
 - The Pavilion building, offices therein and staff accommodation.
 - The toilets
 - Refreshment chalet
 - Allotments
 - Cemetery
 - Pavilion Building
 - Tennis Courts
 - Borough in Bloom
 - Bus shelters

- Telephone kiosks (Chobham Road and Blacknest Gate), Chobham Road grass area, A30 flower baskets, benches, noticeboards, rubbish bins and dog bins
- The Village Hall

Traders

Reporting to: Clerk's Office
Lead Member:
Officer: Admin and Events Officer
Clerk to the Council

Responsibilities:

- To build relationships with the Sunningdale businesses to promote the village.
- To liaise through the trader's group to increase participation in village events.
- To review marketing and communications with the traders