



Terms of Reference and Delegation of Powers to Committees

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These Terms of Reference are to be approved and adopted by Warminster Town Council on 16th May 2011.

Amendments 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 Bye-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 & 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.

1. Membership

1.1 Seven including Mayor and Deputy ex-officio plus 5 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 & 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 manage 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, which it owns such as Dewey House, Warminster Assembly Rooms, bus shelters, benches, Obelisk, War Memorial, National Trust Field, Minster Closed Churchyard, Boreham Cemetery and Ashley Place Amenity Space and any other asset.

1. Membership
 - 1.1 Mayor and Deputy ex-officio plus 5 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 Managements Accounts and Internal Audit Reports.
 - 2.1.2 To receive reports of paid invoices for goods and services
 - 2.1.3 Draft Budget prior to the annual budget meeting
 - 2.1.4 Annual Accounts and Internal Audit Report
 - 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 all 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 own 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
 - 3.2 Budget estimates, to be prepared no later than November of each year.

Finance and Assets Committee continued

- 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, which is not within their terms of reference.

Terms of Reference

Communications Committee

The Communications Committee will guide the promotion of the Council and its activities organised either internally or through any recognised organisation and oversee any public relations work through the use of the media., including responsibility for the publication of the Town Council newsletter engage. In particular, the Committee will oversee the promotion of special projects.

1. Membership
 - 1.1 Mayor and Deputy ex-officio plus 3 members

2. Delegated Business The Committee has delegated authority to deal with the following matters to conclusion:
 - 2.1 Financial Matters relating to relevant publicity and marketing budgets:
 - 2.1.1 Monthly Managements Accounts.
 - 2.1.2 Draft Budget prior to the annual budget meeting.
 - 2.2 To set up such Sub-Committees and Working Groups as necessary.
 - 2.3 Specific matters referred by the Town Council.
 - 2.4 Guiding the content of “engage” .
 - 2.5 Consider marketing and advertising for all activities and venues of the Council.
 - 2.6 Suggest articles for publication and advertisements in local media as required.
 - 2.7 Co-opt experts onto the committee for reference purposes.
 - 2.8 Receive petitions & deputations from any member of the public or organisation.

3. Referred Business

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

 - 3.1 Budget estimates, to be prepared no later than September of each year.
 - 3.2 Monitor income and expenditure within the marketing budgets.
 - 3.3 Any other matters referred to the Communications Committee by the Town Council, which is 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 include 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

- 1.1 Chair of Full Council, Finance and Assets, PAC, Communications, CCTV 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 emanating from Grievance and Disciplinary procedures contained in the Contract of Service 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 Clerk.
- 2.8 To deal with any staff matters referred by The 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. In addition the Parish Steward programme rural footpaths, byways and all other rights of way and flooding. The production of the Town Plan will fall to this committee.

1. Membership
 - 1.1 The Mayor and Deputy ex officio and 5 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, bridle ways 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

CCTV Committee

The CCTV Committee manages CCTV throughout the Warminster Town Council area, and is also responsible for the provision of CCTV throughout Westbury and the West Wilts Industrial Estate.

1. Membership

1.1 4 Members, CCTV Supervisor, representatives x2 Wiltshire Council, Wilts Economic Partnership x 1, Police x 1, Community Safety x 1, Westbury Town Council x 1, Chamber of Commerce x 1, Local Businesses x 1, Army x 1, Retired Army x 1, West Wilts Industrial Estate x 1. Only Town Council members have voting rights.

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 of CCTV.

2.1.2 Draft Budget request to Finance and Assets Committee by September annually.

2.1.3 Prepare Annual Report on activities of the CCTV operation.

2.1.4 Receive reports from Wiltshire Constabulary and consider.

2.1.5 Receive reports from CCTV Supervisor.

2.1.6 Review Annual service costs to outside partners, Westbury Town Council and West Wilts Industrial Estate.

2.1.7 Apply for annual grant from the Armed Forces.

2.1.8 Apply for funding from the Dewey Trust.

3. Referred Business

3.1 Any other matters referred to the CCTV Committee by the Town Council, which is not within their terms of reference.

3.2 Budget estimates to be prepared to Finance and Assets committee no later than September each year.

Terms of Reference

Working Groups

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

1. Membership

1.1 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.

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.

