

# Terms of Reference for committee's

## Introduction

The council's standing orders and code of conduct shall apply to all committees.

Nothing in these terms of reference shall prevent the council from dealing with a matter that might otherwise be dealt with by a committee.

All committees are appointed by and responsible to Old Marston Parish Council.

All committee decisions are recommendations and subject for final ratification by full council.

It is the responsibility of the chairman of a committee to liaise with the clerk in deciding when a meeting should be held and with drawing up the agenda.

It is the responsibility of members of a particular committee to contact their chairman if they have an item for the agenda of that committee. This should be done no later than one week before a meeting is held.

Although the chairman of the council is not an ex officio on any committee a copy of the agenda for all committee meetings will be copied to the chairman of the council.

Minutes of all committee/sub-committee meetings will be circulated to all members of the council with the next council agenda.

Unless powers are delegated for specific topics all committee decisions and recommendations will be to final approval by the full council.

The committee is empowered to direct the clerk to undertake such lawful and reasonable actions as may be resolved by the committee subject to ratification by the council.

All terms of reference will be reviewed annually by the council or when necessary.

**The following matters shall be reserved for decision by the full council.**

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. Addressing recommendations in any report from the internal or external auditors
8. Nomination or appointment of representatives of the parish council on any authority, organisation, or body (except approved conferences or meetings)

9. Nomination of 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 parish.
13. To receipt and adopt the annual accounts.
14. To receive and sign off the annual external audit and return
15. To receipt reports referred to the parish council, from the various committees/sub-committees
16. To set up working groups as necessary
17. To receive reports and consider recommendations from all working groups set up by the parish council.
18. To appoint representatives on outside bodies or joint bodies
19. To confirm the appointment of the chairman/vice-chairman
20. To confirm the schedule of meeting of the parish council/committees/sub-committees for the coming year
21. To receive petitions and deputations from members of the public or any organisations
22. Any other matters not delegated to an officer, committee or sub-committee or referred to the council by committee or sub-committee.

### Planning committee

Consists: up to 6 elected councillors.      Quorum: 4      Notification: 3 clear days

Meet: As and when needed.      Venue: Roy Garner Pavilion

As a consultee in law the parish council considers all planning applications in the parish. Comments are sent to the District Council as part of its consultation process. The aim is to use planning law, Oxford City Council core strategy, policy and periodic planning guidance notes to preserve and enhance the character of the parish it serves, whilst encouraging its commercial and social vitality.

23. To consider all planning applications sent by Oxford City Council that need a decision before the next council meeting, due to the closing date of the application, being before the next council meeting.

### Finance committee

Consists: up to 6 elected councillors      Quorum: 4      Notification: 3 clear days

Meet: Not less than three times annually.      Venue: Mortimer Hall

24. To review draft budget & make recommendations to full council.
25. To monitor budget
26. Powers to authorise payments between £1,000 and £5,000.
27. To review financial transactions of the council
28. To monitor value for money on new/standing contracts & regular payments.

- 29. Review annual grants and make recommendations to full Council.
- 30. Review the Financial Regulations as necessary.

### Recreation Grounds, Pavilion, Allotments & Cemetery committee

Consists: up to 6 elected councillors      Quorum: 4      Notification: 3 clear days

Meet: Minimum 3 per year.                  Venue: Mortimer Hall

- 31. Review new and/or replacement equipment.
- 32. Regular Maintenance checks
- 33. Review and recommend action from the ROSPA Report.
- 34. Oversee any health & safety issues
- 35. Review annual burial fees.
- 36. To oversee the Boult's Lane rejuvenation project.

### Standards & Staff committee

Consists: up to 4 elected councillors      Quorum: 3      Notification: 3 clear days

Meet: At least once a year or as and when needed      Venue: Mortimer Hall

- 37. To carry out the clerk's appraisal.
- 38. Investigate any breach of the code of conduct.
- 39. To investigate any complaint against a councillor or employee and to resolve as per complaints policy and habitual/vexatious complaint policy.

### Environment committee

Consists: up to 6 elected Councillors      Quorum: 4      Notification: 3 clear days

Meet: Not less than three times per year                  Venue: Mortimer Hall

- 40. In accordance with the parish council's environment policy, seek to minimize the effects of climate change and take positive action to tackle it.
- 41. Give encouragement to residents to reduce waste, increase home composting, re-cycle where possible and resist use of single-use plastics.
- 42. Seek to preserve green belt land and encourage its use for recreation, crops, forestry, and wildlife.
- 43. Promote green energy sources.
- 44. Promote use of allotments, home growing and communal growing within the Parish.
- 45. Consider measures to discourage traffic congestion and toxic emissions.
- 46. Preserve and add to existing tree stock where feasible.

<b>Adopted:</b>	<b>Minute Reference</b>	<b>Signed by Chair</b>
16 <sup>th</sup> May 2022	22/05/20	Duncan Hatfield
15 <sup>th</sup> May 2023	23/05/19	Duncan Hatfield
May 2024		
