

**COMMITTEE TERMS OF REFERENCE**

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**1. GENERAL**

- a) The prime purpose of all Committees is to investigate matters in depth with a view to producing, to Council, a concise and critical analysis, with recommendation(s), as far as applicable, except where Committees have been delegated specifically or generally, the power to act.
- b) All Committees will consist of such Members as the Council may appoint, with powers of voting as are normally attached to such standing Committees and with power to authorise expenditure within any restriction otherwise placed upon them by Standing Orders, Financial Regulations or any direct Council instruction, and within the Council approved budget.
- c) The terms of reference of Committees shall be to consider the following matters within the overall instruction contained in paragraph (a) above together with any further matter directed to them by the Council from time to time.

**2. PLANNING & DEVELOPMENT COMMITTEE**

- a) To receive planning applications and to comment on them in the name of the Council within the time limit set by statute  
  
The Committee may decide, where time for consultation allows, to make a recommendation to the Council on any application considered to have a major impact on the Town.
- b) To consider any planning decisions, appeals, Planning Briefs and Tree Preservation orders, and recommend, if appropriate, any views that should be expressed by the Council, or any action that should be taken, in respect of these.
- c) To consider, and submit appropriate representations on behalf of the Council, applications in respect of Justices, Gaming and Public Entertainment Licences.
- d) To consider, and submit appropriate representations on behalf of the Council, in respect of consultations relevant to the sphere of Planning and Development.
- e) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and the Leader of the Council ex officio with voting rights.
- f) The quorum of the committee shall be 4 members.

**3. HALLS & GREEN SPACES COMMITTEE**

- a) To operate, maintain and control the Corn Exchange, Burwell Hall, Langdale Hall and Madley Park Hall in all matters relative to their use as public halls be it through direct management or via trusteeships.
- b) The operation of such other buildings as the Council may from time to time acquire if so instructed.
- c) To operate and maintain the Cemeteries, burial responsibilities and associated duties, consequential to Statutory or Council requirements, together with the War Memorials.

- d) To carry out the Council's obligations with regard to the Closed Churchyards of St Mary's and Holy Trinity.
- e) To maintain all Recreation Grounds, Parks (including play equipment) and public open spaces and to initiate and supervise all matters of control properly associated with this recreation function.
- f) To maintain and supervise all sports activities upon any Recreation Ground or other recreational open space and building erected for such purposes thereon.
- g) To set up Working Parties to deal with the development and investment in the Council owned play areas, ensuring they remain safe and compliant with the Council's statutory health and safety obligations.
- h) To oversee the management and maintenance of the Lake and Country Park, working with other organisations to ensure proper use – such as a grazier, the angling clubs and others.
- i) To maintain and supervise the Park Road Allotments and oversee the management of Hailey Road, Lakeside and Newland Allotments whilst leased to the Witney Allotment Association
- j) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and the Leader of the Council ex officio with voting rights.
- k) The quorum of the Committee shall be 4 Members.

4. **WEST WITNEY SPORTS GROUND SUB-COMMITTEE [Sub-Committee of Halls & Green Spaces Committee]**

- a) To maintain the sports ground and undertake statutory landlord responsibilities in respect of the premises and buildings on site. Initiate and supervise all matters of control properly associated with this recreation facility.
- b) To oversee all sports activities upon the Sports Ground within the Council's jurisdiction – *the maintenance and supervision of this falls under the direct responsibility of the Halls & Green Spaces Committee.*
- c) To work with the users of West Witney Sports Ground on improving the facility within the Council's financial constraints and resources and/or seek alternative ways of maximising the facility and what it has to offer.
- d) To consider the long term future of the estate, including leases, compliance with statutory tenant/landlord obligations and duties, and the re-development of the facility.
- e) The Membership of the Committee shall consist of 5 Members.
- f) The quorum of the Committee shall be 3 Members.

5. **STRONGER COMMUNITIES COMMITTEE**

- a) To maintain infrastructure such as trees, floral displays, town centre street furniture (seats, litter bins), bus shelters, CCTV, noticeboards and Christmas Lights displays.
- b) To organise special events such as Freedom Parades, Remembrance Sunday and other Civic events within the programme and the budget agreed by the Council.

- c) To work in collaboration with other partnerships on town wide events such as the Christmas Lights switch-on and others that may arise from time to time.
- d) To help facilitate entertainment and community events in such parks, recreation grounds or elsewhere in the Council's management at its discretion.
- e) To oversee the Council's communication and publications – such as the website and quarterly newsletter
- f) To oversee the local Schools in Bloom competition and the Council's entry into the regional In Bloom Competition.
- g) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and The Leader of the Council ex officio with voting rights.
- h) The quorum of the Committee shall be 4 Members.

6. **POLICY, GOVERNANCE & FINANCE COMMITTEE**

- a) To advise on, and consider, matters of Council administration and policy.
- b) Consideration of the Council's budget and recommendation of consolidated finance requirements.
- c) Budgetary control.
- d) To advise on, and consider, property matters such as:
  - i. Ensuring the Council's estate is maintained in good order, making decisions with regard to maintenance, capital investment, disposals, terms and conditions of hire, leases and other agreements as necessary.
  - ii. Undertake statutory landlord responsibilities and oversee the lease obligations and tenancy agreements for buildings in the Council's property portfolio leased to third parties such as the Cemetery Lodge, Town Hall Town House (retail properties), Buildings used by sports clubs, the Pavilion on the Leys and any other building/asset the Council wishes to lease out.
  - iii. To ensure the Council meets its lease obligations and terms of agreements when operating and maintaining buildings/assets entrusted in its custodianship – such as the Town Hall (leased from the Town Hall Charity).
- e) Matters properly referred from other Committees within the requirements of Standing Orders.
- f) Financial Grants.
- g) Staff Establishment – to make recommendations and to receive reports by the Standing Personnel Sub-Committee.
- h) To approve the annual Corporate Performance Plan and arrangements for its publication. To consider Service Reviews and to report recommendations to Council at the conclusion of the matters reviewed.
- i) The Membership of the Committee shall consist of the Chairs of the Standing Committees plus the Town Mayor and the Leader of the Council ex officio with voting rights.
- j) The quorum of the Committee shall be 4 Members.

7. **PERSONNEL SUB-COMMITTEE OF THE POLICY, GOVERNANCE & FINANCE COMMITTEE**

- a) To advise on and consider matters relating to the appointment, conduct, promotion, dismissal, salary and conditions of service of all persons employed by the Council.
- b) To make recommendations to the Policy, Governance & Finance Committee. This Sub-Committee will consist of the Town Mayor and the Chairmen of the Council's four Standing Committees. The quorum of the Sub-Committee shall be 3 Members