

FULL COUNCIL	<u>TOWN COUNCIL</u>					
Annual frequency	7					
COMMITTEES Annual frequency	STRATEGY AND POLICY 6	LEISURE 6	ENVIRONMENT 6	PLANNING 12		
SUB-COMMITTEES (Listed below parent committee)						
Annual frequency	PERSONNEL SUB-COMMITTEE Minimum 3					
WORKING GROUPS (Listed below parent committee)	GRANT PANEL 1	FIREWORKS Minimum 3	REMEMBRANCE DAY Minimum 3			
Annual frequency	CHARGES 1					

1. The quorum of a committee or sub-committee shall be one third of its voting members and not less than three, unless otherwise directed by the Town Council in the case of a committee, or the parent committee in the case of a sub-committee.

Name:	Strategy and Policy
Status:	Committee - reporting to Town Council
Purpose:	To ensure that the finances of the Council are managed in an effective and efficient manner. This committee is appointed to take a holistic view of council operations, to consider the strategic direction of the council when approving policy and to oversee the creation of the annual budget.
Terms of reference:	To collate budget recommendations from individual committees and make a final recommendation to Town Council To receive policy recommendations and approve where the policy is in line with Town Council objectives To monitor performance with regard to health and safety compliance To monitor financial performance by way of internal control, internal audit and external audit To monitor risk management, by way of health and safety reporting, asset management and insurance cover. To be responsible for all aspects of staff employment and conditions To review manage and control capital projects authorised by the council To review and agree all contracts for services and supplies Performance monitoring To monitor and authorise spend in accordance with agreed budget To receive and authorise if appropriate, recommendations to modify budget from other committees (virement) To receive recommendations from committees for the allocation of earmarked reserves and manage council reserve
No. of members:	A minimum of eight
Quorum	One third of voting members and not less than three.
How composed:	Mayor * Deputy Mayor* Chairman of Planning Committee * Chairman of Leisure Committee * Chairman of Environment Committee * Representative of Central Sandhurst Ward Representative of Little Sandhurst Ward Representative of College Town Ward Representative of Owlsmoor Ward A minimum of two from each Ward
Reserve members	Vice Chairmen of Planning, Leisure and Environment Committees can act as substitute members for their relevant Chairmen Each Ward can nominate a substitute ward representative.
Notes:	* Where a Ward is represented by two or more councillors in the automatic membership positions it is not compulsory to nominate a separate Ward representative and / or a substitute Ward representative
Meets	Every other month, after all the other committees, in order to receive recommendations
Delegated powers	Approve operational policy in line with council objectives Monitor any expenditure authorised for compliance with health and safety Authorise virement of money where the total budget set by Town Council is not exceeded

Name: Leisure
Status: Committee - Reporting to Town Council

Purpose: To promote and facilitate leisure activities in Sandhurst

Terms of reference: To provide formal and informal sporting and recreational opportunities to the public
To monitor income and expenditure in relation to facility management
To recommend spending plans and to maximise revenue through appropriate commercial lettings
To recommend policy with regard to the use of public land and facilities
To facilitate good relations with and between the local clubs, societies and public using the land and facilities
To monitor and authorise spend in accordance with agreed budget
To recommend variations to budget within a financial year to Strategy and Policy committee

No. of members: Minimum of eight Councillors (Voting members)
Quorum One third of voting members and not less than three.
How composed: To be open to all members with full voting rights by Council appointment
One representative - from each of the principal clubs / societies holding a lease with the Town Council (as co-opted non-voting members)
One representative - from Sandhurst Residents Association (as co-opted non-voting member)
One representative - from Sandhurst Sports Club (as co-opted non-voting member)

Reserve members None
Meets: Every other month

Delegated powers Set scale of charges for facility letting
Operational decisions regarding land management and use of recreational facilities
Monitoring provision of large events on the fields of the Memorial Park

Name: Environment

Status: Committee - Reporting to Town Council

Purpose: To be a focal point for all Community and Environment issues.
This committee is appointed to take responsibility for the wider influence of the Town Council across Sandhurst, including town wide initiatives for cleanliness, community cohesion, remembrance, RRR initiatives and Christmas Lights.

Terms of reference: To discuss and resolve action on all such areas of concern which affect the residents of Sandhurst.
Maintain and develop town bus shelters, notice boards and so on
To foster and develop relationships between the Council and the wider community
To recommend spending plans in line with these responsibilities.
Performance monitoring.
Consideration of all consultation documents received, and return of comments as appropriate

No. of members: Minimum of eight Councillors (Voting members)

Quorum One third of voting members and not less than three.

How composed: To be open to all members with full voting rights by Council appointment

Reserve members None

Meets Every other month

Delegated powers Respond to consultation documents which affect the town as a whole, on behalf of the Town Council
Appoint representatives to outside bodies, where this has not been completed directly by the Town Council
To oversee arrangements for Remembrance Service event

Name: Planning
Status: Committee - Reporting to Town Council

Purpose: To consider planning applications relating to Sandhurst and advise B.F.B.C. planning department.
This committee is appointed to determine and submit comments to the relevant planning authority, on behalf of Sandhurst Town Council

Terms of reference: To consider planning applications in Sandhurst, by reference to publicly available information of the planning authority
To monitor the submission of comments to Bracknell in relation to planning applications
Performance monitoring.
To support the activities of the Neighbourhood Development Plan working group

No. of members: Eight
Quorum One third of voting members and not less than three.
How composed: To be open to all members with full voting rights by Council appointment
Two Councillors per Ward. (Minimum)

Reserve A pool of four substitute members can be appointed, with each Ward able to nominate a substitute Ward representative
Meets Once per month subject to decision of the Council
Delegated powers To make recommendations to the planning authority with regard to proposed development.
To respond to planning related consultations on behalf of the Town Council

Name: Personnel

Status: Sub-Committee - Reporting to Strategy and Policy

Purpose: This sub-committee is appointed to manage the Executive Officer and oversee all aspects of the staffing resource, including making recommendation to Strategy and Policy on all matters relating to staffing, pay and performance. The sub committee has also been appointed as Data Controller for GDPR.

Terms of reference: To line manage the Executive Officer, providing guidance and support in the completion of the role.
To monitor the Performance of the Executive Officer
To recommend pay and pay awards for all staff to Strategy and Policy Committee
To support the performance monitoring, disciplinary and grievance processes for all staff
To monitor and recommend changes to the employment benefits of all staff, including insurances, pensions, leave allowances etc.
To demonstrate compliance to GDPR.
To report any personal data breach to ICO within 72 hours of becoming aware.

No. of members: Minimum of three

How composed: To be open to all members with full voting rights, by appointment of Strategy and Policy Committee
To include the Chairman of Strategy and Policy
To include the Vice-Chairman of Strategy and Policy

Notes:

Name: Grant Panel
Status: Working Group - Reporting to Strategy and Policy

Purpose: To review grant applications received and to produce recommended list of grant awards for the forthcoming year.

Terms of reference: To consider all valid applications for discretionary grant awards
To determine if criteria for the award of grants is met
To recommend amount of any award to eligible body
To balance the total number of grants recommended for award against budgeted funds

No. of members: Minimum of three

How composed: To be open to all members with full voting rights by appointment of Strategy and Policy - To include
Chair of Leisure
Chair of Environment

Notes:

Name: Fireworks
Status: Working Group

Purpose: This working group is appointed to organise and deliver the November Fireworks event, to achieve maximum benefit to local residents and community groups

Terms of reference: To discuss the plans for the event
To discuss the suppliers that STC will use for the event
To report any plans and suggestions to the Leisure Committee for consideration

No. of members: Unlimited

How composed: To include the Chair of the Leisure Committee

Notes:

Name: Charges
Status: Working Group

Purpose: This working group is appointed to recommend charges in relation to services, and to write / review terms and conditions of hire

Terms of reference: To ensure T&Cs are transparent and fair to all hireres
To review charges

No. of members: Maximum 3

How composed: To include the Chair of the Leisure Committee and the Executive Officer

Notes:

Name: Remembrance Day

Status: Working Group

Purpose: This working group is appointed to make arrangements for the Remembrance Day Service

Terms of reference: To plan the service

To report any suggestions to the Environment Committee for consideration

No. of members: Unlimited

How composed: To include the Chair of the Environment Committee and representatives from RMAS

Notes:

Name: Climate Change Working Group
Status: Sub-Committee - Reporting to Environment

Purpose: This working group is appointed to support the council in becoming carbon neutral by 2050.

Terms of reference: To identify and monitor key actions that Sandhurst Town Council can make to support the Borough strategy to become carbon neutral by 2050

No. of members: Unlimited

How composed: A minimum of three councillors that are members of the environment committee
Open to any Councillor
Open to any interested resident, at the discretion of the Chairman
Open to representatives of the local Resident Associations