

TERMS OF REFERENCE & SCHEME OF DELEGATION MAY 2025

This document contains the Terms of Reference & Scheme of Delegation for Committees, Sub Committees and Working Groups of Sandhurst Town Council.

The Council has established a series of committees, subcommittees and working groups and has delegated functions to these bodies. The legal basis of this delegation is contained in section 101 – Arrangement for the discharge of functions by local authorities of the Local Government Act 1972.

The Committees may exercise delegated functions on behalf of the Council under the following terms of reference subject to:

- The Council's approved budget and financial regulations.
- Any previously minuted decision by the Council.
- Any matters reserved to the full council by law.

The Full Council agrees the Terms of Reference and membership of Committees annually. Sub-Committees and working groups Terms of Reference and membership are agreed by the appointing Committee.

Committee-

- Set up by the Council to have a set of clear objectives and take decisions on behalf of the council.
- Have delegated powers to make binding decisions on behalf of Sandhurst Town Council with regard to all aspects detailed in the terms of reference.
- Where duties have been delegated to a Committee it is appropriate for that Committee to assign functions or delegate powers and duties to the Executive Officer or a Sub Committee. Any actions taken by the EO or Sub Committee will be reported in the next meeting of the Committee.
- A Committee shall have the power to authorise expenditure up to the amounts in the approved budget.
- Committee decisions do not require ratification by full council where a delegation applies.

Sub Committee – Appointed by a Committee to focus on specific topics or areas and to make recommendations to their Committee. They may also have decision making powers.

Working Group- Set up to undertake a specific task on behalf of the Council or a Committee. They are not subject to the rules that apply to meetings, such as publishing agendas and minutes or being held in public. A Working Group cannot make decisions but can explore options and make a recommendation to the committee that it reports to.

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.

FULL COUNCIL	<u>TOWN COUNCIL</u>					
Annual frequency	7					
COMMITTEES	STRATEGY AND POLICY		LEISURE		ENVIRONMENT	PLANNING
Annual frequency	6		6		6	12
SUB-COMMITTEES						
(Listed below parent committee)						
Annual frequency	PERSONNEL SUB-COMMITTEE					
	Minimum 3					
WORKING GROUPS	GRANT PANEL		FIREWORKS		REMEMBRANCE DAY	
(Listed below parent committee)	1					
Annual frequency	CHARGES		ENHANCEMENT OF LEISURE EQUIPMENT IN THE MEMORIAL PARK		CLIMATE CHANGE	
	1				Minimum 3	
	NEIGHBOURHOOD PLAN					
	12					

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
Role of Committee:	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 including precept recommendation. To receive policy recommendations and approve where the policy is in line with Town Council objectives To manage performance and expenditure in relation 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 including legal contracts such as leases 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) under £100,000. To refer any requests for modification of committees budgets over £100,000 to Full Council 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* Chair of Planning Committee * Chair of Leisure Committee * Chair 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 Chair of Planning, Leisure and Environment Committees can act as substitute members for their relevant Chairs 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

Name: Leisure
Status: Committee - Reporting to Town Council

Role of the Committee To promote and facilitate leisure activities in Sandhurst

Terms of reference: To provide formal and informal sporting and recreational opportunities to the public
To provide large community events at the Memorial Park
To monitor income and expenditure in relation to facility management
To review charges for the hire of the facilities annually and to make recommendations for any changes to the Strategy & Policy Committee
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
To undertake operational decisions regarding land management and the use of the recreational facilities

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

Name:	Environment
Status:	Committee - Reporting to Town Council
Role of Committee:	To be a focal point for all Environment issues. This committee is appointed to take responsibility for the wider influence of the Town Council across Sandhurst, including town wide initiatives for environmental sustainability, cleanliness, community cohesion, remembrance, RRR initiatives and Christmas Lights.
Terms of reference:	To discuss and resolve action on environmental areas of concern which affect the residents of Sandhurst. To develop and monitor the councils environmental action plan To maintain and develop town bus shelters To monitor and maintain notice boards, bins and benches in the town that are owned by STC To monitor designated footpaths To appoint representatives to outside bodies To oversee arrangements for the Remembrance & Christmas Lights events To foster and develop relationships between the Council and the wider community To recommend spending plans in line with these responsibilities. To consider any consultation documents received, and return comments as appropriate on behalf of the council
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

Name:	Planning
Status:	Committee - Reporting to Town Council
Role of Committee:	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 respond as a consultee to any planning applications received To monitor the submission of comments to Bracknell in relation to planning applications To make recommendations to the planning authority with regard to proposed development To respond to planning related consultations on behalf of the Town Council To support the activities of the Neighbourhood 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

Name:	Personnel
Status:	Sub-Committee - Reporting to Strategy and Policy
Role :	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 review and 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 review staffing structures and levels and make recommendations to the Strategy & Policy Committee To appoint a recruitment panel when necessary and to appoint employees with the exception of the EO which would be referred to full council. 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 Chair of Strategy and Policy To include the Vice-Chair 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: Six
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 October 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 hirers
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:	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 to include the Chair or Vice Chair of the committee Open to any Councillor Open to any interested resident, at the discretion of the Chair Open to representatives of the local Resident Associations

Sandhurst Neighbourhood Plan (SNP) Steering Group Terms of Reference

1. Steering Group Objectives

The objective of the Steering Group is to produce a sound Neighbourhood Plan for Sandhurst that defines the planning policy priorities identified by the community having due regard for all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

The steering group will meet monthly to:

Determine the overall scope and objectives of the plan.

Manage the process of preparing the plan and prepare and monitor a project plan and report to the Strategy and Policy (S&P) Committee of Sandhurst Town Council to ensure effective progress.

Build and maintain links with the Local Planning Authority.

Keep under review the legislative requirements around Neighbourhood Planning to ensure the plan meets all current requirements.

Make recommendations to the S&P Committee on resourcing the plan.

Make recommendations to the S&P and Planning Committee on involving the wider community in the plan.

Manage the gathering of evidence necessary to inform each of the issues within the scope of the plan.

Identify and assess options available in respect of each issue and prepare a draft plan for wider consideration.

Produce minutes, reports and documents relating to the plan.

The Steering Group will oversee the maintenance and updating of the SNP area of the STC website.

The Steering Group will oversee the setting up of the Theme Groups who will feed evidence back into the Steering Group.

The theme groups will be:

Transport / Highways Education

Housing

Economy / Business / Retail

Green Spaces / Environmental Considerations

Heritage

Utilities & Infrastructure

2 Neighbourhood Plan Terms of Reference

Membership of the Sandhurst Neighbourhood Plan Steering Group.

The Steering Group has the following membership and will be chaired by the elected chair of the Steering Group.

Up to 4 local residents.

Up to 4 Sandhurst Town Councillors.

Up to 4 Business and/or local Partner representatives.

The Steering Group shall be quorate when any 4 members are present.

3. Membership of the Sandhurst Neighbourhood Plan Thema Groups.

Steering Group membership and Thema Group membership will be reviewed from time to time. Whilst organisations will have their nominated representatives, it will be acceptable for reserves to attend meetings as necessary.

Representatives will be expected to give feedback to the organisations that they are representing. The Steering Group and Thema Groups will be established for a time-limited period. The project is intended to run until a Plan has been presented for independent examination. The Steering Group will remain active until at least the independent examiners report is published.

4. Meetings

Steering Group meetings will take place monthly, normally to commence at 6.30pm on the second Wednesday in the month.

Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, each member shall have one vote. A minimum of four members shall be present where matters are presented for decision. A simple majority will be required to support any motion.

The Chairman shall have one casting vote.

5. Conduct and Interests

The Steering Group will follow the code of conduct observed by the elected members of Sandhurst Town Council. Whilst Members as individuals will be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The Steering Group will achieve this through applying the following principles:

Work with mutual trust and respect and combine their experience. Be clear when their individual roles or interests are in conflict.

Provide feedback from Steering Group meetings to their parent organisation. Where this is Sandhurst Town Council this will be to the S&P Committee and the Planning Committee.

Assist their parent organisation to bring appropriate ideas and concerns to the attention of the Steering Group.

Inform the Steering Group when they are unable to deliver agreed actions.

Treat everyone with dignity, courtesy, and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and Actively promote equality of access and opportunity.

In situations where interests and roles are in conflict they must be declared before the business is discussed, and the steering group member should leave the room for that item.

6. Decision Making

Sandhurst Town Council is the qualifying body for the purposes of preparing the plan.

The Steering Group has authority to manage the process of preparing the plan as set out in the objectives. All documents must be approved by the Strategy and Policy Committee prior to publication and consultation.

The Strategy and Policy Committee will be responsible for approving any budget spend.

Regular reports will be made to the Town Council's S&P and Planning Committee to ensure effective progress.

Sandhurst Town Council will approve the final draft Neighbourhood Plan prior to submission to the local planning authority.

Name:	Enhancement of Leisure Equipment in the Memorial Park
Status:	Working Group - Reporting to Leisure Committee
Purpose:	To determine the best way forward to spend up to £150k on enhancing leisure facilities on the park by considering cost, safety, resilience, ongoing maintenance, parking and positioning as well as additional extras that may be required.
Terms of reference:	To explore the most popular suggestions from the public consultation and other suggestions from the from Leisure Committee Members and to present the findings of the initial investigations based on the above criteria to the Leisure Committee for consideration. This Working Group has no delegated powers, they will refer recommendations for decisions to the Leisure Committee.
No. of members:	Unlimited
How composed:	Chair of Leisure Committee & Councillors