

## TERMS OF REFERENCE & SCHEME OF DELEGATION

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.





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.

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| 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.<br>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: | <p>To collate budget recommendations from individual committees and make a final recommendation to Town Council including precept recommendation.</p> <p>To receive policy recommendations and approve where the policy is in line with Town Council objectives</p> <p>To manage performance and expenditure in relation to health and safety compliance</p> <p>To monitor financial performance by way of internal control, internal audit and external audit</p> <p>To monitor risk management, by way of health and safety reporting, asset management and insurance cover.</p> <p>To be responsible for all aspects of staff employment and conditions</p> <p>To review manage and control capital projects authorised by the council</p> <p>To review and agree all contracts for services and supplies including legal contracts such as leases</p> <p>Performance monitoring</p> <p>To monitor and authorise spend in accordance with agreed budget</p> <p>To receive and authorise if appropriate, recommendations to modify budget from other committees (virement) under £100,000.</p> <p>To refer any requests for modification of committees budgets over £100,000 to Full Council</p> <p>To receive recommendations from committees for the allocation of earmarked reserves and manage council reserve</p> |
| No. of members:     | A minimum of eight                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Quorum              | One third of voting members and not less than three.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| How composed:       | <p>Mayor *</p> <p>Deputy Mayor*</p> <p>Chair of Planning Committee *</p> <p>Chair of Leisure Committee *</p> <p>Chair of Environment Committee *</p> <p>Representative of Central Sandhurst Ward</p> <p>Representative of Little Sandhurst Ward</p> <p>Representative of College Town Ward</p> <p>Representative of Owlsmoor Ward</p> <p>A minimum of two from each Ward</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Reserve members     | <p>Vice Chair of Planning, Leisure and Environment Committees can act as substitute members for their relevant Chairs</p> <p>Each Ward can nominate a substitute ward representative.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 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, 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 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

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| Name:               | Environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Status:             | Committee - Reporting to Town Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Role of Committee:  | <p>To be a focal point for all Environment issues.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Terms of reference: | <p>To discuss and resolve action on environmental areas of concern which affect the residents of Sandhurst.</p> <p>To develop and monitor the councils environmental action plan</p> <p>To maintain and develop town bus shelters</p> <p>To monitor and maintain notice boards, bins and benches in the town that are owned by STC</p> <p>To monitor designated footpaths</p> <p>To appoint representatives to outside bodies</p> <p>To oversee arrangements for the Remembrance &amp; Christmas Lights events</p> <p>To foster and develop relationships between the Council and the wider community</p> <p>To recommend spending plans in line with these responsibilities.</p> <p>To consider any consultation documents received, and return comments as appropriate on behalf of the council</p> |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| 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.<br>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<br>To respond as a consultee to any planning applications received<br>To monitor the submission of comments to Bracknell in relation to planning applications<br>To make recommendations to the planning authority with regard to proposed development<br>To respond to planning related consultations on behalf of the Town Council<br>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<br>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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| 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 recommendations to Strategy and Policy on all matters relating to staffing, pay and performance. The subcommittee has also been appointed as Data Controller for GDPR.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Terms of reference: | <p>To line manage the Executive Officer, providing guidance and support in the completion of the role.</p> <p>To review and recommend pay and pay awards for all staff to Strategy and Policy Committee</p> <p>To support the performance monitoring, disciplinary and grievance processes for all staff</p> <p>To monitor and recommend changes to the employment benefits of all staff, including insurances, pensions, leave allowances etc.</p> <p>To review staffing structures and levels and make recommendations to the Strategy &amp; Policy Committee</p> <p>To appoint a recruitment panel when necessary and to appoint employees with the exception of the EO which would be referred to full council.</p> <p>To demonstrate compliance to GDPR.</p> <p>To report any personal data breach to ICO within 72 hours of becoming aware.</p> |
| No. of members:     | Minimum of three                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| How composed:       | <p>To be open to all members with full voting rights, by appointment of Strategy and Policy Committee</p> <p>To include the Chair of Strategy and Policy</p> <p>To include the Vice-Chair of Strategy and Policy</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 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 Thematic Groups who will feed evidence back into the Steering Group.

The thematic 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 Thematic Groups.

Steering Group membership and Thematic Group membership will be reviewed from ~~one~~ to ~~one~~. 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 Thematic 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 expertise. 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: Music Festival  
Status: Working Group

Purpose: This working group is appointed to organise and deliver the Music Festival event, to achieve maximum benefit to local residents.

Terms of reference: To discuss the format and 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  
The working group will have no authority to commit to any council expenditure.  
The working group reports to the Leisure Committee and recommendations will be referred to them for approval and adoption.

No. of members: Unlimited

Name: Marketing & Communications  
Status: Working Group - Reporting to Strategy & Policy Committee

Purpose: To enhance communication and engagement with residents, businesses, clubs, associations and other stakeholders by reviewing and improving information flow between STC and those it communicates with, ensuring the methods of communication are up to date, effective and inclusive.

Terms of reference:

- To assess the effectiveness of existing communication methods and identify areas for improvement.
- To develop a comprehensive communications and engagement strategy.
- To recommend initiatives and actions that enhance transparency, accessibility, and responsiveness in communication.
- To evaluate the effectiveness of communication and adjust strategies as needed to meet evolving needs and expectations.
- To provide guidance on the maintenance and development of the Town Council website and social media platforms.
- To explore and utilise a variety of media opportunities, including print, digital, and public engagement events.
- To liaise with external organisations and partners at local and regional levels to improve communication efforts.
- The working group will have no authority to commit to any council expenditure.
- Recommendations will be submitted to the Strategy & Policy Committee for approval and adoption.

No. of members: Up to 5 members

How composed: Councillors & STC Officers (to include the EO)  
The working group may consult with suitably qualified residents.