

Sonning Common Parish Council

Terms of Reference for the

VILLAGE CENTRE AND ENVIRONMENT COMMITTEE

At its annual meeting of 17 May 2021 Sonning Common Parish Council resolved to create a new standing Village Centre and Environment Committee (minute AMPC 21.6). The following terms of reference apply to the remit, structure and operation function of the new committee, as approved by full council on 21 June 2021 (minute 22/037).

1. The Village Centre and Environment Committee will be introduced, operated and dissolved according to the council's Standing Orders and Financial Regulations.
2. The remit of the VCEC will be to support full council in the management and development of:
 - a. Sonning Common Village Hall
 - b. Kidmore End War Memorial Hall under the direction of the Parks and Recreation Committee.
 - c. The Youth Club
 - d. Allotments
 - e. Widmore Pond
 - f. The planned improvement of the village's service and recreational centre and the environment generally
 - g. Traffic management.

The committee will make recommendations to full council for discussion and resolution in matters relating to the maintenance and improvement of the above assets.

3. At its first meeting the committee will be required to nominate and elect a chairman, presided over by the chairman of the parish council. A vice-chairman may be elected by the committee membership, if desired. The election of the vice-chairman will be presided over by the committee chairman.
 - a. Ordinary members of the committee will be councillors and they will be elected or re-elected annually following the annual meeting of the parish council.
 - b. The committee shall comprise of no more than six councillors, including the chairman/vice-chairman of the parish council (this may be in an ex-officio capacity).
 - c. Quorum shall be no less than three councillors.
 - d. Substitute members of the committee may be nominated and appointed by full council at the annual meeting (to take the place of ordinary members, if required, to make meetings quorate).
 - e. All councillor members will have equal voting rights and majority decisions will be taken. If votes are tied the chairman will have the casting vote.
 - f. The committee may, at its discretion, co-opt up to two *appropriately-qualified non-councillors to join the committee. Non-councillor members will not have voting rights.

*For example, a non-councillor is disqualified from sitting on a committee if h/she holds any paid office to which he has been appointed by the council or a sub-committee of the council; is the subject of a bankruptcy order/restrictions; has a criminal conviction (Local Government Act 1972).
 - g. The committee may, at its discretion, appoint a sub-committee (as per section 4 of the standing orders) to support its work and to advise on matters pertaining to its specific functions, as set out by full council. The sub-committee's membership, function and terms of reference (which must not exceed those of the VCEC), number and frequency of meetings will be determined by the VCEC, in accordance with sections 1-4 of the standing orders. Membership of a sub-committee must include at least one councillor.
 - h. A sub-committee must produce agendas and minutes of meetings and report to the VCEC to an agreed timetable.

4. All committee and related working party members will abide by the Parish Council's Code of Conduct, Standing Orders, Financial Regulations, Media Policy, Social Media Policy, GDPR policies, Equality and Diversity Policy, Anti Bullying and Harassment Policy and any other council governance documents applicable to councillors and committees.
5. At its first meeting the committee will be required to propose a schedule of future meetings, which must be approved by full council and published. Committee meetings must take place no less than once a quarter.
6. In accordance with the council's financial regulations, the committee may authorise the responsible financial officer to expend up to £9,999 or an amount previously approved by the full council. The responsible financial officer will keep records of all receipts and payments. The committee should prepare budget proposals for the following year in consultation with the responsible financial officer and submit them to council by the end of October each year. Unspent provisions in the revenue or capital budgets shall not be carried forward to a subsequent year.
7. The committee will ensure that any aesthetic additions or upgrades are manageable, sought within terms set out in Sonning Common Parish Council's Financial Regulations, represent good value for money and will be reasonable to install and maintain in terms of cost and labour.
8. The VCEC will work in consultation with residents and community stakeholders including local shops and businesses, police and voluntary organisations. It will liaise with the Parish Office regarding organising specific public consultation work, as appropriate, to help inform policy decisions.
9. The VCEC chairman (or delegated nominee) will update Full Council on progress to date by providing written or verbal reports on at least a quarterly basis and will liaise with the Clerk to prepare the forecast and budget documents required in point 6.
10. Members will be summoned to meetings by the Parish Clerk giving the required three clear days' public notice; meetings will be held in public in full accordance with transparency regulations; agendas and minutes will be produced and published and resolutions recorded.
11. The VCEC will liaise with the Parish Office on all publicity relating to its work, in accordance with the council's Media Policy. All media enquiries should be referred to the Parish Office for following up. The Chairman will be the spokesperson and quoted in the media (in liaison with the Parish Office).
12. The VCEC may, if it so wishes, request full council to consider and resolve any particular issue within the committee's remit.
13. The Parish Office will assist the VCEC, as requested, and, for example, by:
 - a) preparing and circulating agendas and minutes of meetings
 - b) booking meetings' venues
 - c) managing the tendering process and liaison with contractors/suppliers
 - d) handling legal and professional affairs, in association with professional bodies
 - e) liaising with SODC's Planning Department, principal authorities and other statutory bodies, as appropriate, on behalf of the group
 - f) publicising the project and liaising with the media.

These Terms of Reference will be reviewed annually at the Annual Meeting of the Parish Council but may be reviewed at any time by the full council to ensure that they remain appropriate to the requirements of the Parish Council.

Sonning Common Parish Council

Terms of Reference for the

PARKS AND RECREATION COMMITTEE

At its annual meeting of 17 May 2021 Sonning Common Parish Council resolved to create a new standing Parks and Recreation Committee (minute AMPC 21.7). The following terms of reference apply to the remit, structure and function of the new committee, as approved by full council on 21 June 2021 (minute 22/036).

1. The Parks and Recreation Committee (PRC) will be introduced, operated and dissolved according to the council's Standing Orders and Financial Regulations.
2. The remit of the PRC will be to support full council in the management and development of all current and future recreational assets. The committee will make recommendations to full council for discussion and resolution in matters relating to the maintenance and improvement of the following parks and recreational assets:
 - a. Memorial Park, Reade's Lane (including buildings)
 - b. Play areas at Lea Road, Baskerville Road and Churchill Crescent
 - c. Sonning Common Skatepark
 - d. Old Copse.
3. At its first meeting the committee will be required to nominate and elect a chairman, presided over by the chairman of the parish council. A vice-chairman may be elected by the committee membership, if desired. The election of the vice-chairman will be presided over by the committee chairman.
 - a. Ordinary members of the committee will be councillors and they will be elected or re-elected annually following the annual meeting of the parish council.
 - b. The committee shall comprise of no more than six councillors, including the chairman/vice-chairman of the parish council (this may be in an ex-officio capacity).
 - c. Quorum shall be no less than three councillors.
 - d. Substitute members of the committee may be nominated and appointed by full council at the annual meeting (to take the place of ordinary members, if required, to make meetings quorate).
 - e. All councillor members will have equal voting rights and majority decisions will be taken. If votes are tied the chairman will have the casting vote.
 - f. The committee may, at its discretion, co-opt up to two *appropriately-qualified non-councillors to join the committee. Non-councillor members will not have voting rights.

*For example, a non-councillor is disqualified from sitting on a committee if h/she holds any paid office to which he has been appointed by the council or a sub-committee of the council; is the subject of a bankruptcy order/restrictions; has a criminal conviction (Local Government Act 1972).
 - g. The committee may, at its discretion, appoint a sub-committee (as per section 4 of the standing orders) to support its work and to advise on matters pertaining to its specific functions, as set out by full council. The sub-committee's membership, function and terms of reference (which must not exceed those of the PRC), number and frequency of meetings will be determined by the PRC, in accordance with sections 1-4 of the standing orders. Membership of a sub-committee must include at least one councillor.

- h. A sub-committee must produce agendas and minutes of meetings and report to the PRC to an agreed timetable.
4. All committee and sub-committee members will abide by the Parish Council's Code of Conduct, Standing Orders, Financial Regulations, Media Policy, Social Media Policy, GDPR policies, Equality and Diversity Policy, Anti Bullying and Harassment Policy and any other council governance documents applicable to councillors and committees.
5. At its first meeting the committee will be required to propose a schedule of future meetings, which must be approved by full council and published. Committee meetings must take place no less than once a quarter.
6. In accordance with the council's financial regulations, the committee may authorise the responsible financial officer to expend up to £9,999, or an amount previously approved by the full council. The responsible financial officer will keep records of all receipts and payments. The committee should prepare budget proposals for the following year - in consultation with the responsible financial officer - and submit them to council by the end of October each year. Unspent provisions in the revenue or capital budgets shall not be carried forward to a subsequent year.
7. The committee will ensure that any aesthetic additions or upgrades are manageable, sought within terms set out in Sonning Common Parish Council's Financial Regulations, represent good value for money and will be reasonable to install and maintain in terms of cost and labour.
8. The PRC will work in consultation with residents and community stakeholders including local shops and businesses, police and voluntary organisations. It will liaise with the Parish Office regarding organising specific public consultation work, as appropriate, to help inform policy decisions.
9. The PRC chairman (or delegated nominee) will update full council on progress to date by providing written or verbal reports on at least a quarterly basis and will liaise with the Clerk to prepare the forecast and budget documents required in point 6.
10. Members will be summoned to meetings by the Parish Clerk giving the required three clear days' public notice; meetings will be held in public in full accordance with transparency regulations; agendas and minutes will be produced and published and resolutions recorded.
11. The PRC will liaise with the Parish Office on all publicity relating to its work, in accordance with the council's Media Policy. All media enquiries should be referred to the Parish Office for following up.
12. The PRC may, if it so wishes, request full council to consider and resolve any particular issue within the committee's remit.
13. The Parish Office will assist the PRC, as requested, and, for example, by:
 - a) preparing and circulating agendas and minutes of meetings
 - b) booking meetings' venues
 - c) managing the tendering process and liaison with contractors/suppliers
 - d) handling legal and professional affairs, in association with professional bodies
 - e) liaising with SODC's Planning Department, principal authorities and other statutory bodies, as appropriate, on behalf of the group
 - f) publicising the project and liaising with the media.

These Terms of Reference will be reviewed annually at the Annual Meeting of the Parish Council but may be reviewed at any time by the full council to ensure that they remain appropriate to the requirements of the Parish Council.