



Supporting Documentation  
Annual Council  
Tuesday 16<sup>th</sup> May 2023

This document sets out the following:

- The Terms of Reference for each Committee page
  - a. Finance & General Purpose 3
  - b. Environment & Leisure 6
  - c. Planning 9
  - d. Neighbourhood Plan 11
  - e. Staffing 13
  
- The Terms of Reference for each Working Party
  - a. Old Golf Course 15
  - b. Events 17
  - c. Play Area 19
  
- Click [Scheme of Delegation](#) to view the document on the website
- Click [Standing Orders](#) to view the document on the website
- Click [Financial Regulations](#) to view the document on the website
- Click [Model Code of Conduct](#) to view the document on the website
- Click [Chairmanship](#) to view the document on the website

## **Finance & General-Purpose Committee (F&GP) – Terms of Reference**

### **1. Delegation**

- 1.1. Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year.
- 1.2. Highworth Town Council has agreed to adopt the F&GP Committee Terms of Reference at its Meeting held on the 10 May 2022 and recorded the decision under Minute 9 of the Annual Council. Members were also elected to this Committee at this Meeting.
- 1.3. The Committee has delegated authority to approve the monthly accounts and payments

### **2. Membership**

- 2.1. The F&GP Committee shall consist of a minimum of 5 and a maximum of 9 Councillors who shall be elected each year at the Annual Council Meeting. If not Members of the Committee in their own right, the Chairman and Deputy Chairman will be Members of the Committee for the duration of their term of office with voting rights.
- 2.2. Meetings must have a third or 3 Members, not including ex-officio members, to be quorate.<sup>1</sup>

### **3. Procedures**

- 3.1. The Committee will operate within Highworth Town Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2. At the Annual Council Meeting Highworth Town Council shall elect a Chairman and Deputy Chairman for this Committee, if considered appropriate, for the forthcoming year from amongst its appointed Membership. The Chairman and Deputy Chairman may be re-elected.
- 3.3. The Committee will agree the Minutes of its Meetings at the next appropriate meeting of this committee, Minutes will be noted at Full Council once approved by the Committee. Minutes will be circulated to all Councillors and published on the Council Website.
- 3.4. The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in October.
- 3.5. The Clerk or the appointed Officer will provide administrative support for the Committee.

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1.1. <sup>1</sup> Standing Order 4d (viii).

#### **4. Meeting Dates**

- 4.1. The schedule of Meetings shall be agreed at the Annual Council Meeting and the Committee shall meet at least annually.

#### **5. Committee Functions**

- 5.1. The Committee shall advise the Full Council on the financial aspects of the Council ensuring good governance arrangements during the year. In particular they must demonstrate the accounts have been properly prepared and approved.
- 5.2. To ensure there is a system of internal control in place.
- 5.3. To ensure the Council has taken reasonable steps to comply with the law.
- 5.4. To ensure the accounts have been published for general inspection so that electors' rights can be exercised.
- 5.5. To ensure the Council has assessed all possible risks to public money.
- 5.6. To ensure there are no potentially damaging or hidden issues such as an impending claim against the Council.
- 5.7. To ensure significant differences in the figures from the previous year will be explained.
- 5.8. To ensure the Council has properly managed any Trust Funds.
- 5.9. To consider the annual and supplementary estimates of budgets and make appropriate recommendations to the Council.
- 5.10. To recommend the Precept requirement to Full Council for approval.
- 5.11. To be responsible for reviewing and updating Policies and making recommendation to Full Council.
- 5.12. To review on an annual basis the Council's adopted Financial Regulations for managing all aspects of Council's finances and recommend any amendments as appropriate for adoption by Full Council.
- 5.13. To monitor the annual budget against expenditure and make recommendations to Full Council and Committees.
- 5.14. To authorise the schedule of payments and receipts.
- 5.15. To make recommendations to Full Council in respect of financial irregularities.
- 5.16. To make recommendations to Full Council on borrowing contracts and loan sanction.
- 5.17. To monitor all funds and investments.

- 5.18. To receive the report from the Auditor and make recommendations to Council.
- 5.19. To institute legal proceedings for the recovery of debts and write off bad debts.
- 5.20. To ensure the insurance is reviewed and settle claims as advised by the Council Insurers.
- 5.21. To consider and make recommendations to Full Council in respect of the acquisition or disposal of land.
- 5.22. To be responsible for all administrative buildings, i.e. Council Offices, Market Square.
- 5.23. To consider the financial implications of the Council's responsibilities arising from any non-budgeted recommendations of its Committees.
- 5.24. To oversee the running of the Highworth Saturday Market.
- 5.25. To appoint a qualified Internal Auditor to carry out an Internal Audit on an annual basis and to provide all the relevant information to satisfy the Audit Commission at the year-end for external audit purposes.
- 5.26. To be responsible for the setting of all Fees and Charges in relation to Highworth Leisure and the sub-letting of Highworth Community Room.
- 5.27. To promote closer working relations and develop partnerships with Swindon Borough Council, other relevant statutory bodies, Local Clubs, Organisations and Societies.
- 5.28. To provide appropriate support to implement all improvement projects undertaken by Highworth Town Council.
- 5.29. To monitor, develop and amend the Highworth Town Council Freedom of Information Policy.
- 5.30. To set all Cemetery Fees.
- 5.31. To be responsible for the drawing up, updating and application of byelaws for the Allotments & Cemeteries.
- 5.32. To work in partnership with all the appropriate funding bodies to help to provide, improve and upgrade recreational and open space facilities for the benefit of Highworth.
- 5.33. To select from its Membership a person or persons to represent Highworth Town Council at appropriate Meetings and public enquiries to represent Highworth Town Council's previously agreed views on matters that are the direct responsibility of the Finance Committee.

## **Environment & Leisure Committee (E&L) – Terms of Reference**

### **1. Delegation**

- 1.1. Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year.
- 1.2. Highworth Town Council has agreed to adopt the E&L Committee Terms of Reference at its Meeting held on the 10 May 2022 and recorded the decision under Minute 9 of the Annual Council.

### **2. Membership**

- 2.1. The E&L Committee shall consist of a minimum of 5 and a maximum of 9 Councillors who shall be elected each year at the Annual Council Meeting. If not Members of the Committee in their own right, the Chairman and Deputy Chairman will be Members of the Committee for the duration of their term of office with voting rights.
- 2.2. Meetings must have a third or 3 Members, not including ex-officio members, to be quorate.<sup>2</sup>

### **3. Procedures**

- 3.1. The Committee will operate within Highworth Town Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2. At the Annual Council Meeting, Highworth Town Council shall elect a Chairman and Deputy Chairman for this Committee for the forthcoming year from amongst its appointed Membership. The Chairman and Deputy Chairman may be re-elected.
- 3.3. The Committee will agree the Minutes of its Meetings at the next appropriate meeting of this committee, Minutes will be noted at Full Council once approved by the Committee. Minutes will be circulated to all Councillors and published on the Council Website.
- 3.4. The Committee will set a budget to the Council for the forthcoming financial year at the appropriate Meeting in October.
- 3.5. The Clerk or the appointed Officer will provide administrative support for the Committee.
- 3.6. The Committee will make recommendations to Full Council for decisions to be made outside the committee functions in this document.

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1.2. <sup>2</sup> Standing Order 4d (viii).

#### **4. Meeting Dates**

- 4.1. The Schedule of Meetings shall be agreed at the Annual Council Meeting. The Committee shall meet at least annually.

#### **5. Committee Functions**

- 5.1. To oversee the management, maintenance and upkeep of the Cricklade Road Cemetery.
- 5.2. To oversee the management, maintenance, upkeep, and improvement of the allotment sites.
- 5.3. To oversee the land leased or owned by HTC, consisting of the Upper and Lower Rec, Barra Close Field, Northview Open Space, the Town Green, Town Gardens, Crane Furlong Open Space, Allotments, The Chapel and Cemetery in Cricklade Road, Brewery Street Car Park, Public Toilets and Depot, The Rec Car Park and Home Farm Garage Depot.
- 5.4. To develop, oversee, and promote all projects that relate to the upgrading and improvement of the Allotments and Cemetery facilities.
- 5.5. To be responsible for overseeing the Council's Health & Safety Policy in all areas that the Committee manages and controls.
- 5.6. To be responsible for ensuring the grass and hedge cutting of all areas of the Town.
- 5.7. To be responsible for the daily cleaning of commercial areas, High Street, Swindon Street and Newburgh Place and litter clearance across the Town.
- 5.8. To work in partnership with the Police and Community Officers to help to alleviate anti-social behaviour and vandalism in and around the leisure facilities under the control of the Committee.
- 5.9. To investigate ways of increasing recycling opportunities within the leisure facilities.
- 5.10. To actively promote and encourage sporting and recreation ventures within the leisure provision of the Council and to liaise with all relevant sporting organisations as appropriate.
- 5.11. In line with HTC Climate Emergency Resolution, actively encourage and promote initiatives and lifestyle changes that can lead to a reduction in carbon emissions.
- 5.12. To actively promote all the Environmental and Health aspects and benefits of a healthy lifestyle in line with our Climate Emergency Resolution. Actively

encourage and promote initiatives and lifestyle changes that can lead to a reduction in carbon emissions.

- 5.13. To develop additional provision for specific target groups within Highworth including the young and the elderly.
- 5.14. To promote where appropriate cultural and civic events within Highworth and arrange public entertainment as directed by the Council.
- 5.15. To derive benefit from and act as a conduit to, extra Highworth Town Council and Swindon Borough Council funding sources.
- 5.16. To proactively support the development of events on open spaces and identify opportunities to hold events run and managed by the Council within its open space.
- 5.17. To work in partnership with all the appropriate funding bodies to help to provide, improve and upgrade recreational and open space facilities for the benefit of Highworth.
- 5.18. To monitor National, SBC and other Council ES initiatives.
- 5.19. To share Environmental Sustainability best practice with the wider community
- 5.20. To develop a fully costed, prioritised and achievable ES Plan to be included within the precept and utilising external funding sources.
- 5.21. To actively promote all the environmental aspects, including biodiversity and benefits of recreational open spaces in Highworth.
- 5.22. Either directly or in partnership, provide, maintain, and replace street furniture including seating and litter bins as deemed appropriate.
- 5.23. To actively liaise with the relevant departments of Swindon Borough Council in all matters relating to open spaces.
- 5.24. The Committee will review the suggestions submitted by Highworth Community through public consultation and identify feasible actions at individual, community and council level.
- 5.25. The Committee will establish an accessible programme of community engagement utilising local group and communication channels, including social media, to keep local residents informed of and engaged with the activities undertaken through the Clerk.



## **Planning Committee – Terms of Reference**

### **1. Delegation**

- 1.1. Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year.
- 1.2. Highworth Town Council has agreed to adopt the Planning Committee Terms of Reference at its Meeting held on Tuesday 10 May 2022 and recorded the decision under Minute 8 of the Annual Council.

### **2. Membership**

- 2.1. The Planning Committee shall consist of a minimum of 5 and maximum of 9 Councillors who shall be elected each year at the Annual Council Meeting. If not Members of the Committee in their own right, the Chairman and Deputy Chairman will be Members of the Committee for the duration of their term of office with voting rights.
- 2.2. The quorum of the Planning Committee will be 1/3 or 3 of the Committee Members in line with Standing Order 4d (viii).

### **3. Procedures**

- 3.1. The Committee will operate within Highworth Town Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2. At the Annual Council Meeting Highworth Town Council shall elect a Chairman and Deputy Chairman for this Committee, if considered appropriate, for the forthcoming year from amongst its appointed Membership. The Chairman and Deputy Chairman may be re-elected.
- 3.3. The Committee will agree the Minutes of its Meeting at the next appropriate Meeting of this Committee. Minutes will be noted at Full Council, circulated to all Councillors and published on the Council Website.
- 3.4. The Committee will set a budget to the Council for the forthcoming financial year at the appropriate Meeting in October.
- 3.5. The Clerk or the appointed Officer will provide administrative support for the Committee.

### **4. Meeting Dates**

- 4.1. The Schedule of Meetings shall be agreed at the Annual Council Meeting and the Committee shall meet at least annually

### **5. Committee Functions - The Committee shall:**

- 5.1. Act as a Statutory Consultee on behalf of Highworth in all planning matters related to the town.
- 5.2. Exercise the Powers and Duties of Highworth Town Council, in respect of the Powers conferred to it from time to time under the Town and Country Planning Acts and the Orders and Regulations made under them.
- 5.3. Decide Highworth Town Council's responses to consultations on planning applications received from Swindon Borough Council on statutory and non-statutory planning policy documents.
- 5.4. Select from its Membership a person or persons to represent Highworth Town Council at site meetings, public enquires and at any planning or highway related group or organisation to represent Highworth Town Council's previously agreed views.
- 5.5. Consider and take action on all matters that are of a general nature relating to the Town and Country Planning Acts and Legislation.
- 5.6. Consider the effects of developments on the public transport system.
- 5.7. Ensure careful scrutiny and monitoring regarding the expansion of commercial activities in or close to residential areas to ensure the noise levels and smells will not be intrusive and that any proposals are not detrimental to the visual amenity of the area.
- 5.8. Monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, powerlines and other similar structures.
- 5.9. Encourage a close working relationship with neighbouring areas on planning issues that may affect the communities.
- 5.10. Participate with public and private sector interests in Parish Enhancement Schemes and Local Conservation.
- 5.11. Make representation to Swindon Borough Council on behalf of Highworth Town Council to secure Section 106 funding where possible.
- 5.12. Actively liaise with the relevant departments at Swindon Borough Council in all matters related to planning and highway issues.
- 5.13. Consider and formulate a response if appropriate on highway and transportation consultations and information documents from relevant authorities and organisations.
- 5.14. Consider and take action on all other matters that are of a general nature relating to highway network within Highworth.
- 5.15. Actively promote and protect all footpaths, bridleways, and other Rights of Way in Highworth.

## **Neighbourhood Plan Committee (NPC) – Terms of Reference**

### **1. Delegation**

- 1.1. Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year.
- 1.2. Highworth Town Council has agreed to adopt the NP Committee Terms of Reference at its Meeting held on Tuesday 10 May 2022 and recorded the decision under Minute 9 of the Annual Council.

### **2. Membership**

- 2.1 The Neighbourhood Plan Committee shall consist of a minimum of 5 and a maximum of 9 Councillors who shall be elected each year at the Annual Council Meeting. Members of the Public can be co-opted onto the Committee but have no voting rights. If not Members of the Committee in their own right, the Chairman and Deputy Chairman will be Members of the Committee for the duration of their term of office with voting rights.
- 2.2 The quorum of the Neighbourhood Plan Committee will be 1/3 or 3 of the Committee Members in line with Standing Order 4d (viii).

### **3 Procedures**

- 3.1 The Committee will operate within Highworth Town Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2 At the Annual Council Meeting Highworth Town Council shall elect a Chairman and Deputy Chairman for this Committee, if considered appropriate, for the forthcoming year from amongst its appointed Membership. The Chairman and Deputy Chairman may be re-elected.
- 3.3 The Committee will agree the Minutes of its Meetings at the next appropriate Meeting of this Committee. Minutes will be noted at Full Council and circulated to all Councillors and published on the Council Website.
- 3.4 The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate Meeting in October.
- 3.5 The Clerk or the appointed Officer will provide administrative support for the Committee.

### **4 Meeting Dates**

- 4.1 The Schedule of Meetings shall be agreed at the Annual Council Meeting and the Committee shall meet at least annually.

## **5 Committee Functions**

The Committee shall:

- 5.1 Formulate and take into law a Neighbourhood Plan for Highworth.
- 5.2 Monitor and keep up to date the Neighbourhood Plan to keep it in line with the policies of the Development Plan including any emerging Local Plan.
- 5.3 Take elements of the Neighbourhood Plan and take them forward in the interests of improving Highworth as a town.
- 5.4 Consult with the residents of Highworth when considering improvements and enhancements to Highworth.
- 5.5 Work with the Forward Planning at Swindon Borough Council in the furtherance of the Neighbourhood Plan and elements contained in it when taking them forward.
- 5.6 Consult with Officers at Swindon Borough Council as necessary.
- 5.7 Report back to the Full Council when appropriate.

## **Staffing Sub-Committee – Terms of Reference**

### **1. Delegation**

- 1.1 Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year.
- 1.2 Highworth Town Council has agreed to adopt the Staffing Sub - Committee Terms of Reference at its Meeting held on Tuesday 21 June 2022 and recorded the decision under Minute \*\* of the Full Council.

### **2. Membership**

- 2.1 The Staffing Sub-Committee shall consist of a minimum of 3 and a maximum of 5 Councillors who shall be elected each year at the Annual Council Meeting.
- 2.2 The quorum of the Staffing Sub-Committee will be 1/3 or 3 of the Committee Members in line with Standing Order 4d (viii).

### **3. Procedures**

- 3.1 The Staffing Sub-Committee will operate within Highworth Town Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2 The Chairman and Deputy Chairman for this Committee will be the same as that of the Full Council.
- 3.3 The Staffing Sub-Committee will agree the Minutes of its Meetings at the next appropriate meeting of the Staffing Sub-Committee. Minutes are confidential due to the nature of the business being discussed.
- 3.4 Councillors are required to have a Highworth Town Council email address for confidential documents to be issued.
- 3.5 Minutes will be distributed within the meeting they are to be approved and any copies except the original signed copy is to be shredded on site.
- 3.6 The Town Clerk will provide administrative support for the Committee.
- 3.7 All items discussed are strictly confidential and must not be discussed outside of this Committee. The exception being if items are raised on Full Council during private session.

### **4. Meeting Dates**

- 4.1 The Schedule of Meetings shall be agreed at the Annual Council Meeting and the Committee shall meet at least annually.

### **5. Staffing Sub-Committee Functions**

- 5.1 To review Policies regarding Employment, Job Descriptions, Contracts of Employment and Employees' Handbook.

- 5.2 To be entirely responsible for the Recruitment and Employment of a Town Clerk when the post becomes vacant. To vet and interview all applicants and make recommendation to the Full Council on his/her appointment.
- 5.3 To ensure that an appraisal of the Town Clerk be conducted annually (Staffing Sub-Committee Members).
- 5.4 To monitor that an annual appraisal is carried out on all members of staff by the Town Clerk and that the completion of this is reported back to the Staffing Sub-Committee.
- 5.5 To monitor any changes to Employment Laws, Health and Safety Law, GDPR etc and ensure that they are implemented.
- 5.6 To be responsible for supporting the Town Clerk in any recruitment appointment and ensuring that any recruitment is conducted legally and fairly.
- 5.7 To be responsible for monitoring the staffing structure and ensure that the staffing structure meets the needs of the organisation.
- 5.8 To receive reports from the Town Clerk on all matters regarding staffing, to include any disciplinary or grievance issues, pay reviews or recommendations from the National Joint Council (NJC).
- 5.9 To monitor and make decisions on any employee who is long term sick, defined as periods exceeding six months. Any period up to this is covered in the NJC agreement and is legislated in that agreement. To support the Town Clerk with monitoring long term sickness.
- 5.10 To monitor staff training and ensure that all possible training is provide to all staff as necessary.

## **OLD GOLF COURSE (OGC) WORKING PARTY – Terms of Reference**

### **1. Delegation**

- 1.1 Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year
- 1.2 Highworth Town Council has agreed to create an OGC Working Party at the Full Council Meeting held on Tuesday 15<sup>th</sup> February 2022 minute reference 146.

### **2. Membership**

- 2.1 The OGC Working Party shall consist of a minimum of 5 and a maximum of 8 Councillors who shall be elected each year at the Annual Council Meeting. Members of the Public may be co-opted into the group but have no voting rights
- 2.2 The quorum of the OGC Working Party will be 2/3rds of the Working Party Councillors

### **3. Procedures**

- 3.1 The OGC Working Party will operate within Highworth Town Councils Standing Orders, Financial Regulations and Local Government Law
- 3.2 The Councillors of the Working Party shall elect or re-elect a Chairman and Deputy Chairman for this Working Party for the forthcoming year from amongst its appointed Membership
- 3.3 The OGC Working Party will agree the Minutes of its Meeting at the next appropriate meeting. Minutes will be noted at Full Council, circulated to all Councillors
- 3.5 The OGC Working Party will make recommendations to the Full Council
- 3.6 The OGC Working Party will engage with other Committees where appropriate
- 3.7 The Clerk or an appointed Officer will provide administrative support for the OGC Working Party

### **4. Meetings**

- 4.1 The next scheduled meeting date shall be agreed at the end of each OGC Working Party Meeting.

- 4.2 The OGC Working Party Meetings will be held in the Council Offices at 6.30pm

## **5. Aim**

- 5.1 To secure the site as Open Space for Highworth residents
- 5.2 To explore funding opportunities where applicable

## **6. OGC Working Party Functions**

- 6.1 To explore options to secure the site as Open Space for Highworth residents and how it will be managed
- 6.2 To work towards a Management Plan
- 6.3 The OGC Working Party Chairman (who must be a Councillor) will report to Full Council as appropriate



## Events Working Party - Terms of Reference

### **1. Delegation**

- 1.1 Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year
- 1.2 Highworth Town Council has agreed to create an Events Working Party at the Full Council Meeting held on Tuesday \*\*\*\*\* minute reference \*\*\*\*

### **2. Membership**

- 2.1 The Events Working Party shall consist of a minimum of 5 and a maximum of 8 Councillors who shall be elected each year at the Annual Council Meeting. Members of the Public may be co-opted into the group but have no voting rights
- 2.2 The quorum of the Events Working Party will be 2/3rds of the Working Party Councillors

### **3. Procedures**

- 3.1 The Events Working Party will operate within Highworth Town Councils Standing Orders, Financial Regulations and Local Government Law
- 3.2 The Councillors of the Working Party shall elect or re-elect a Chairman and Deputy Chairman for this Working Party for the forthcoming year from amongst its appointed Membership
- 3.3 The Events Working Party will agree the Minutes of its Meeting at the next appropriate meeting. Minutes will be noted at Full Council, circulated to all Councillors
- 3.4 The Clerk or an appointed Officer will provide administrative support for the Events Working Party

### **4. Meetings**

- 4.1 The next scheduled meeting date shall be agreed at the end of each Events Working Party Meeting.
- 4.2 The Events Working Party Meetings will be held in the Council Offices.

### **5. Aim**

This working group has been created to assist the Town Clerk with delivering the following events:

- May Day
- Fireworks

- Christmas Light Switch On
- Any additional events approved by Full Council

## **6. Functions**

- 6.1 Work in partnership with residents and community organisations to determine type of celebrations, format, date, time, and location.
- 6.2 Prepare an Event Plan for the Events & Community Committee's approval.
- 6.3 Prepare a budget, seek external funding.
- 6.4 Seek relevant licenses, insurance, and agreements.
- 6.5 Prepare event branding and implement agreed comms plan.
- 6.6 Secure sufficient voluntary and community organisation support to run the event in a co-ordinated and safe manner.
- 6.7 In delivering these objectives, the Working Group shall have authority to:
  - a. Liaise with third party organisations.
  - b. Request and review data from contractors, businesses, and principal authorities.
  - c. Through the Clerk, seek professional advice such as advice licensing, H&S and financial matters.
  - d. Promote the event to the community once event funding is secured.
  - e. Make applications for grant funding and receive donations, on behalf of HTC.

Full Council retains overall responsibility:

- a. The Working Party does not have authority to agree or sign any contracts or deeds.
- b. The Working Party does not have delegated financial authority; however, the Clerk or Assistant Clerk may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
- c. Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.

## **Play Area Working Group - Terms of Reference**

### **1. Delegation**

- 1.1 Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year
- 1.2 Highworth Town Council has agreed to create a Play Area Working Party at the Full Council Meeting held on \*\*\*\*\* minute reference \*\*\*\*

### **2. Membership**

- 2.1 The Play Area Working Party shall consist of a minimum of 5 and a maximum of 8 Councillors who shall be elected each year at the Annual Council Meeting. Members of the Public may be co-opted into the group but have no voting rights
- 2.2 The quorum of the Play Area Working Party will be 2/3rds of the Working Party Councillors

### **3. Procedures**

- 3.1 The Play Area Working Party will operate within Highworth Town Councils Standing Orders, Financial Regulations and Local Government Law
- 3.2 The Councillors of the Working Party shall elect or re-elect a Chairman and Deputy Chairman for this Working Party for the forthcoming year from amongst its appointed Membership
- 3.3 The Play Area Working Party will agree the Minutes of its Meeting at the next appropriate meeting. Minutes will be noted at Full Council, circulated to all Councillors
- 3.4 The Clerk or an appointed Officer will provide administrative support for the Play Area Working Party

### **4. Meetings**

- 4.1 The next scheduled meeting date shall be agreed at the end of each Play Area Working Party Meeting.
- 4.2 The Play Area Working Party Meetings will be held in the Council Offices at 10:00am on Wednesdays.

### **5. Aim**

- 5.1 To review the play areas within the town, consult with residents and develop a strategic plan aligned to the budget to redevelop all play areas to be accessible and inclusive to all.

## **6. Functions**

- 6.1 To draw up proposals in line with available funding
- 6.2 To review the Public Consultation results
- 6.3 To review and agree Tender Documentation (using ESPO Framework 115);
- 6.4 To progress Tender Process once the Tender Documentation has been approved by the Town Council
- 6.5 To review Tenders received and make recommendation to the Town Council in respect of the chosen provider
- 6.6 To oversee the project delivery once the provider has been approved
- 6.7 To monitor the budget allocation
- 6.8 The Working Group will not commit any funding or enter into any contracts without the Parish Council making a resolution in line with its recommendation other than as defined in 8 below
- 6.9 The Working Group will continue until the Project is complete