



BRACKLEY TOWN COUNCIL

---

# Terms of Reference All Committees

BLANK

## **1. Introduction**

- 1.1 This policy outlines the area of responsibility for the Council and its various Committees.
- 1.2 The Council has the following Standing Committees:
  - Finance
  - Planning
  - Council Services
  - Biodiversity & Environmental
  - Staffing
- 1.3 The Council's Standing Committees are subject to the Council's Standing Orders and Financial Regulations.
- 1.4 All Standing Committee meetings are open to the public, except where a resolution has been passed to close the meeting so that specific items, such as staffing or commercially sensitive matters, can be discussed.
- 1.5 Terms of Reference will be agreed by Full Council in line with the Standing Orders
- 1.6 Membership of the Standing Committees will be agreed at the Annual Meeting of the Town Council in May. Following the Council's Standing Orders, Committee Chairs and Vice-Chairs will be agreed at the first meeting of the Committee.
- 1.7 Minutes from the Standing Committees are to be produced, approved at the next meeting and then issued to Full Council for noting, questions or brief comments. The Staffing Committee meets as required and handles sensitive matters so while minutes will be produced and approved, their circulation may be limited due to confidentiality.

## 2 Terms of Reference for Standing Committees

<b>Name:</b>	<b>Finance</b>
<b>Frequency:</b>	Monthly
<b>Type &amp; Parent:</b>	Standing Committee – Reports to Full Council
<b>Membership:</b>	Membership shall be up to 11 Members of the Council. If not members of the committee in their own right, the Town Mayor and Deputy Town Mayor will be ex-officio members of the committee for the duration of their term of office.
<b>Quorum:</b>	5 not including ex-officio members
<b>Terms of Reference:</b>	<p>To make <b>recommendations</b> to Full Council for the following:-</p> <ul style="list-style-type: none"> <li>• Annual budget, precept request and reserves.</li> <li>• Changes to Financial Regulations and Standing Orders.</li> <li>• Council Annual Risk Assessment.</li> </ul> <p>To <b>monitor and approve</b> the following:-</p> <ul style="list-style-type: none"> <li>• Council's management accounts, including income, expenditure, debtor and creditor accounts at the monthly meetings.</li> <li>• Monitoring overall financial performance, internal controls and external audit.</li> <li>• Monitor and approval of contracts and expenditure (excluding staff) relating to Council administration, or as deemed appropriate, following the Council's Standing Orders and Financial Regulations to obtain best value.</li> <li>• all Council fees and ensuring adequate revenue is generated from commercial activities.</li> <li>• Budget modifications requested by other Committees (budget virements).</li> <li>• To approve grants to local organisations following the Council's adopted grants policy.</li> <li>• Use by other organisations of the Town Crest.</li> </ul> <p>To <b>monitor</b> the following:-</p> <ul style="list-style-type: none"> <li>• Relevant health and safety matters.</li> <li>• Matters relating to data protection, including reporting any data breaches to the ICO within 72 hours of becoming aware.</li> <li>• Progress against the Town Council Plan.</li> <li>• The asset register.</li> <li>• S106 contributions and CIL spend.</li> <li>• Existing investments and exploring other investment opportunities, as required.</li> </ul>
<b>Policies/Procedures:</b>	<ul style="list-style-type: none"> <li>• To <b>review and approve</b> the following policies and any future policies that are relevant to work of this committee: <ul style="list-style-type: none"> <li>○ To be decided</li> </ul> </li> </ul>

<b>Name:</b>	<b>Planning</b>
<b>Type &amp; Parent:</b>	Standing Committee – Report to Full Council
<b>Frequency:</b>	Monthly or bi-monthly if required
<b>Membership:</b>	Membership shall be up to 11 Members of the Council. If not members of the committee in their own right, the Town Mayor and Deputy Town Mayor will be ex-officio members of the committee for the duration of their term of office.
<b>Quorum:</b>	5 not including ex-officio members
<b>Terms of Reference:</b>	<p>To make <b>observations/comments</b> on the following:-</p> <ul style="list-style-type: none"> <li>• All planning applications.</li> <li>• Planning policies and detailed local plans appropriate to the Town.</li> <li>• Planning appeals and matters relating thereto.</li> <li>• Tree preservation orders and listed building consents.</li> <li>• Deal with all matters relating to the creation, diversion and closure of public footpaths.</li> <li>• All matters concerning public transport.</li> <li>• Traffic Orders.</li> <li>• Public Entertainment Licence applications.</li> <li>• Street Trading Licences.</li> </ul> <p>To make <b>recommendations to the Unitary Council:-</b></p> <ul style="list-style-type: none"> <li>• Concerning Street Naming.</li> <li>• Traffic Management matters.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• To process complaints regarding traffic signs, road and footway surfaces and poor reinstatement etc. with the appropriate authorities.</li> <li>• To discuss and pre-negotiate S106 Developer Contributions and Heads of Terms and any other legal agreements drawn up between the Developers, Brackley Town Council and West Northamptonshire Council for presentation to Full Council.</li> </ul>

<b>Name:</b>	<b>Council Services</b>
<b>Type &amp; Parent:</b>	Standing Committee – Report to Full Council
<b>Frequency:</b>	Monthly
<b>Membership:</b>	Membership shall be up to 11 Members of the Council. If not members of the committee in their own right, the Town Mayor and Deputy Town Mayor will be ex-officio members of the committee for the duration of their term of office.
<b>Quorum:</b>	5 not including ex-officio members
<b>Terms of Reference:</b>	<ul style="list-style-type: none"> <li>• To manage and control parks, recreation ground, public walks and public open spaces, including trees, in the ownership of Brackley Town Council.</li> <li>• To manage and control burial grounds as follows: <ul style="list-style-type: none"> <li>• Cemetery, Halse Road</li> <li>• United Reformed Chapel Burial Ground, Banbury Road (Closed)</li> </ul> </li> <li>• To manage and control leased land as follows <ul style="list-style-type: none"> <li>• OP2 off A43 – West Northamptonshire Council</li> <li>• St James Lake – Anglian Water</li> <li>• Brackley Park – National Trust</li> </ul> </li> <li>• To control allotments as follows: <ul style="list-style-type: none"> <li>• Egerton House Playing Field</li> <li>• Halse Road</li> <li>• Roman Way Estate</li> </ul> </li> <li>• To manage and control of the following: <ul style="list-style-type: none"> <li>• Market and Fair Street Lighting – Footway Lighting (Highway Lighting rests with Highways).</li> <li>• Trees on land owned or managed by the Town Council</li> <li>• Street Furniture –litter bins, dog bins, seats and benches owned by BTC,</li> <li>• Bus Shelters.</li> <li>• Grass cutting of all Town Council owned and managed open spaces</li> <li>• Grass cutting verges on behalf of Northamptonshire County Council.</li> <li>• Play areas – RoSPA reports</li> </ul> </li> <li>• Property Holdings - To manage the property of the Town Council i.e. Unit 1, The Sidings, the Town Hall, Egerton Hall and the Old Fire Station.</li> <li>• Subject to appropriate financial allocation, to purchase, sell and lease land, to negotiate terms for the acquisition of land, to enter into contracts and joint venture schemes for its purchase or sale and to authorize the execution of all necessary conveyances and leases. The Committee shall recommend to the Finance Committee the method of disposal and how terms are to be negotiated. The final sanction for any such decision/recommendation shall remain with the Town Council.</li> <li>• To authorize payments, relevant to the responsibilities of this committee, which are required to be made under the terms of any contracts.</li> <li>• To enter into tenancy agreements and to license grazing and mowing rights in respect of land holdings etc.</li> </ul>

Terms of Reference 2025 V2

Adopted: 6 October 2025

Date to be reviewed: June 2026

	<ul style="list-style-type: none"> <li>• To recommend to the Finance Committee, within the agreed policies and approved estimates of the Council, authorization for the appropriation, acquisition and disposal, whether by purchase, sale, lease, licence or grant, of land and interests in the rights concerning land under the ownership and management of the Council. The final sanction for any such decision/recommendation shall remain with the Town Council.</li> </ul>
<b>Policies/procedures:</b>	<ul style="list-style-type: none"> <li>• To <b>review and approve</b> the following policies and any future policies that are relevant to work of this committee: <ul style="list-style-type: none"> <li>○ To be decided</li> </ul> </li> </ul>

<b>Name:</b>	<b>Biodiversity &amp; Environmental</b>
<b>Type &amp; Parent:</b>	Standing Committee – reports to Council Services
<b>Frequency:</b>	Quarterly
<b>Membership:</b>	Membership shall be up to 11 Members of the Council. If not members of the committee in their own right, the Town Mayor and Deputy Town Mayor will be ex-officio members of the committee for the duration of their term of office.
<b>Quorum:</b>	5 not including ex-officio members
<b>Terms of Reference:</b>	<ul style="list-style-type: none"> <li>• To create a Biodiversity and Environment Council to be ratified by Full Council, supporting the Council in fulfilling its statutory and community responsibilities relating to biodiversity, environmental sustainability and air quality.</li> <li>• To draft, maintain and monitor a Biodiversity and Environment Action Plan for the Council, supporting the implementation of the Environment Act 2021 and related guidance and other Acts which supplement or replace it from time to time.</li> <li>• To advise the Council on biodiversity and environmental matters, to include monitoring and reporting on the environmental impact of the Council's activities.</li> <li>• To recommend to Full Council or Finance &amp; Policy committee appropriate funding sources to support delivery of biodiversity and environmental projects.</li> <li>• To liaise with WNC, and other public and private bodies as required, to lead and support initiatives encouraging the planting of trees, shrubs and flowers in public spaces and support the WNC Local Nature Recovery Strategy or other such nature recovery best practices that replace or supplement it from time to time.</li> <li>• To take an active role in the NCALC Climate and Nature Champion Scheme or such schemes as may replace it from time to time.</li> <li>• To engage the wider community and partners including schools and other local organisations and groups, through activities, initiatives and events, encouraging sustainable practices in energy, water, waste and transport and delivering environmental improvements including the reduction of litter and nuisance dog waste.</li> </ul>
<b>Policies/procedures:</b>	<ul style="list-style-type: none"> <li>• To <b>review and approve</b> the following policies and any future policies that are relevant to work of this committee: <ul style="list-style-type: none"> <li>○ To be decided</li> </ul> </li> </ul>



<b>Name:</b>	<b>Staffing</b>
<b>Type &amp; Parent:</b>	Standing Committee – Report to Full Council
<b>Frequency:</b>	As required
<b>Membership:</b>	<p>Membership shall comprise of the Town Mayor, Deputy Mayor and the Chairs of Finance, Council Services and Planning</p> <p>At the first meeting of the Staffing Committee the Mayor will be appointed Chair.</p>
<b>Quorum:</b>	3
<b>Terms of Reference:</b>	<ul style="list-style-type: none"> <li>• Recruitment of the Town Clerk and the Deputy Town Clerk posts.</li> <li>• Setting employment contracts for the Town Clerk and Deputy Town Clerk posts.</li> <li>• Responsibility for all aspects of staff employment, conditions and job descriptions.</li> <li>• Monitoring any changes to employment legislation, pensions, employer liabilities and duties.</li> <li>• Review and approval of any change to the staff structure or the creation / removal of posts.</li> <li>• Implementing the staff disciplinary, persistent staff absence or grievance processes, in accordance with the Council's policies.</li> <li>• Managing the process leading to staff dismissal, including redundancy.</li> <li>• Implementing performance management for the Town Clerk and monitoring performance management for all other staff.</li> <li>• Receiving regular staff updates from the Town Clerk on matters including staff recruitment, operational updates / concerns, training and staff development.</li> <li>• Addressing any other matter that Full Council considers appropriate for the Committee, except the day-to-day management of staff.</li> </ul>
<b>Policies/procedures:</b>	<ul style="list-style-type: none"> <li>• To <b>review and approve</b> the following policies and any future policies that are relevant to work of this committee: <ul style="list-style-type: none"> <li>○ To be decided</li> </ul> </li> </ul>

<b>Name:</b>	<b>Appeals</b>
<b>Type &amp; Parent:</b>	Standing Committee – reports to Full Council
<b>Frequency:</b>	As required
<b>Membership:</b>	5 Members who are not on the Staffing Committee
<b>Quorum:</b>	3
<b>Terms of Reference:</b>	<ul style="list-style-type: none"> <li>• This Committee will only be formed as required.</li> <li>• Managing the staff appeals process following the council's Disciplinary &amp; Grievance policies and other professional advice.</li> </ul>

<b>Name:</b>	<b>Task &amp; Finish Groups</b>
<b>Type &amp; Parent:</b>	Reports to the Committee that created the group
<b>Membership:</b>	5 Members which may include non-councillors
<b>Quorum:</b>	3
<b>Terms of Reference:</b>	<ul style="list-style-type: none"> <li>• To be convened to suit the purpose of the parent Committee for the specific task of undertaking a project or detailed study as defined by that Committee.</li> <li>• The Chair of a Task &amp; Finish Group will be appointed by the members of the group at its first meeting</li> <li>• The Task &amp; Finish Group shall be convened by the Town Clerk or the officer acting as secretary and minutes recorded of that meeting.</li> <li>• The minutes of the meeting shall be received, as required, by Council or Committee at its next meeting.</li> <li>• The Task &amp; Finish Group shall advise and make recommendations to the Council or Committee from which it was formed.</li> <li>• The Task &amp; Finish Group may meet without the need to give public notice.</li> <li>• The Task &amp; Finish Group will cease at completion of the task it was created to carry out.</li> </ul>

<b>Name:</b>	<b>Council Co-Ordination Group</b>
<b>Type &amp; Parent:</b>	Report to Full Council
<b>Frequency:</b>	As required
<b>Membership:</b>	Membership shall comprise of the Town Mayor, Deputy Mayor and the Chairs of Planning, Finance and Council Services Committees Officers: Town Clerk and Deputy Town Clerk
<b>Terms of Reference:</b>	<p>To provide a regular, informal forum for the Clerk, Deputy Clerk, Mayor, and Chairs of Committees to discuss council operations, share updates, and ensure coordination across the council's activities.</p> <p>This group does not hold decision-making authority and exists solely to support agenda planning and operational efficiency. It does not replace or override the authority of the full council or its committees.</p> <p>The Mayor shall chair the meetings. The Clerk (or Deputy Clerk) will coordinate meeting logistics and maintain a brief note of discussions and actions</p> <ul style="list-style-type: none"> <li>• Operational coordination</li> <li>• Forward planning</li> <li>• Sharing of committee updates</li> <li>• Identification of cross-cutting issues</li> <li>• Preparation for upcoming council meetings</li> <li>• "Critical Friend" to Clerk – Clerk remains the decision maker</li> </ul> <p>As this is an informal group, formal agendas and minutes are not required. Nil notice needs to be given to call a meeting. A brief summary of key points may be shared with the full council for transparency, if appropriate.</p> <p>The group's purpose and effectiveness shall be reviewed annually.</p>