

Box Parish Council Committees of the Council

Policy no. 2b



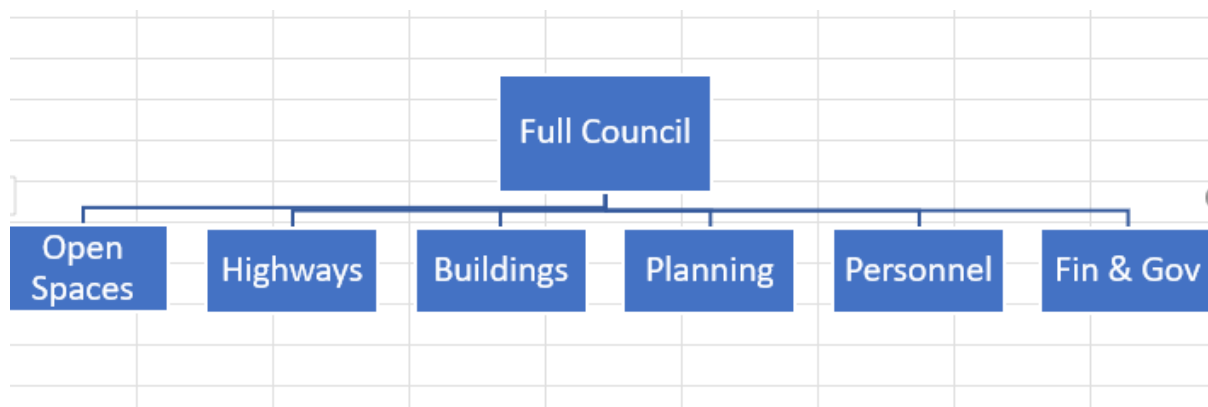
Adopted from NALC model

Date Approved	May 26
Review Date	May 27
Committee	FC

Committees of the Council – Terms of Reference

PART A – General Matters

1. The Parish Council is a **corporate body** with a legal existence of its own quite separate from that of its members. Its decisions are the responsibility of the **whole body**. The Council has been granted powers by Parliament and is an elected tier of local government. It can be taken to court and, **as a body**, is responsible for its actions. **No individual** Councillor can undertake any action or enter into any agreements with third parties without the **prior** consent of the whole Council.
2. All members of the Council will normally be expected to serve on at least three of the committees appointed by the Full council to carry out the day to day running of the various amenities that are the administrative responsibility of the parish.
3. Since 1st October 2025, the revised Committee structure is as follows:



4. The Planning Committee has full delegated authority to decide on planning applications by submitting comments to Wiltshire Council.
5. The remaining Committees have a limited delegated authority in that expenditure on services or goods can be authorised as follows (extract from the 2026 Financial Regulations:
 - a. The Clerk, under delegated authority, for any items **below £500** excluding VAT.
 - b. the Clerk, in consultation with the Chair of the appropriate committee, for any items **below £1,000** excluding VAT.
 - c. a duly delegated [and authorised] committee of the council for all items of expenditure within their delegated budgets for items under **£1,500** excluding VAT

- d. in respect of grants, the F&G committee within any limits set by council and in accordance with the Grant policy, agreed by the council.
 - e. the council for all items over **£1,500**
- 6. The Chair of each Committee will be appointed at the Annual Council Meeting in May, apart from the Finance & Governance Committee which is chaired by the Council Chair. Vice Chairs of committees will be appointed at the first meeting of the Committee.
- 7. Chair of the committees are reminded that at the Full Council meeting on the last Thursday of the month, the minutes of their committee are for ratification only. Please remember that only recommendations need to be mentioned followed by questions from other members as required.
- 8. All councillors should attend meetings on time as a matter of courtesy. If a councillor knows that he/she is going to be late the Clerk needs to be informed (there is an answer phone in the office). The Clerk must be informed of any apologies so that it can be established if there will be a quorum. Apologies should be submitted either in writing by email or by telephone or at a previous meeting, prior to the date of the meeting and a reason for non attendance given. Also any councillor wishing to leave a meeting early should inform the Clerk or Chair at the beginning of the meeting.
- 9. Councillors conduct at meetings – Councillors are reminded that they should speak through the Chair to avoid undue discussions outside the agenda item and must abide by the Code of Conduct at all times. Full Council meetings are formal events and all councillors are expected to attend.
- 10. For items that are contentious or an important major policy making issue, all councillors should attend when requested. No councillor should leave the meeting for any reason as voting on these issues is of primary importance.
- 11. Where committees have set members, and these committees have been delegated certain functions under section 101 of the Local Government Act 1972, for all but confidential business, they are open to members of the public. Other members of the council who are not members of the particular committee are free to attend any such committee meetings but for these meetings have the same role as members of the public. They are not members of the committee and therefore not permitted to take part as a member. They may ask questions as members of the public may, during an allotted time.
- 12. If a Parish Councillor attends either a meeting of the Wiltshire Council Planning Committee or other outside body, that Councillor should not represent two opposing views. If there is a conflict of interests, an alternative representative

should be sought to present the opposing point of view unless there is no-one else available to do so. This will apply to all Councillors and

PART B. Matters common to all Committees and Responsibilities

13. What Chairs of Committees should note:

- a. Review the Committee's Forward Plan, as updated by the Clerk.
- b. Review Policies as per the Policy Schedule with the Clerk.
- c. Review the Risk Register, with the Clerk.
- d. Review any areas of Health and Safety with the Clerk.
- e. Ensure recommendations align to the Climate Policy.

14. Responsibilities of Council Chair:

- a. The Council Chair will chair the main Full Council meetings and be Chair of the Finance & Governance Committee.
- b. The Chair is in charge during Council meetings and must be afforded respect.
- c. Chair should involve all councillors in discussion. In law, the chair has few special powers. It is unlawful for a council to delegate decision making to any individual councillor and the chair is no different. However, when a vote is tied, the chair has a second, or casting vote, ensuring that a decision can be made. It is good practice for the Chair to refer to the Clerk for advice.
- d. The Chair should liaise with the Clerk on a regular basis to keep abreast of all Council issues.
- e. The Chair should also be familiar with the work of the Clerk, particularly the procedure for Burials, financial matters etc and should be aware of the procedure to deal with unplanned absence of a member of staff.
- f. The Chair should be prepared to attend all the Council and Committee meetings and when elected to that committee has voting rights.

15. Responsibilities of Council Vice Chair (VC):

- a. In the absence of the Council Chair or resignation, the VC chairs the Full Council until the next Annual Council meeting.

16. Responsibilities of Committee Chairs (further to para 13 to 17)

- a. Chairs should liaise with the Clerk prior to a Committee meeting to draw up the Agenda, update the Forward Plan for the meeting and to be up to date with issues which might arise during the meetings.
- b. In particular, the Open Spaces Chair must be aware of the procedure for any interments and be able to deal with this in the Clerk's absence.
- c. The Buildings Management Committee Chair must be aware of the procedure for dealing with the Pavilion bookings and be able to deal with this in the Clerk's absence.
- a. The Open Spaces Chair must have a sound knowledge of the entirety of the Parish and a comprehensive knowledge of the Green Belt, Area of Outstanding Natural Beauty, Limit of Development and the Conservation Area and will need to read and understand the Core Strategy and be familiar with the core policies affecting the Parish. Knowledge of the allotments, Commons and woodland spaces, play areas and the Recreation Ground are also desirable.
- b. The Highways Chair should be aware of transport, resilience and flood policies / issues as they effect the Parish.
- c. The Planning Chair should also be aware of the various types of planning applications.
- d. The Personnel Chair should keep abreast of current HR and employment law.

17. Responsibility of the **Parish Clerk**

- a. The Clerk provides advice and administrative support to the Council and takes action to implement Council decisions.
- b. The Clerk may have to act as a project manager, personnel director, public relations officer and finance administrator. The Clerk is not just a secretary and is not at the beck and call of the Chair or other councillors – the Clerk is answerable only to the Council as a whole.
- c. The Clerk is the Proper Officer of the Council in law and is the Council's Responsible Financial Officer.
- d. The Clerk will be responsible for giving sound legal advice to the Chair, Committee Chairs and Parish Council. The Parish Council can vote to disregard this but the Clerk should note in the Minutes that legal advice had been given but had been ignored. Legally Councils can agree to delegate decisions to clerks because they are professional officers whose independence allows them to act on behalf of the Council.
- e. Tasks to be carried out by the Clerk are determined by Council and committee minutes and the Council's policies and procedures. The Clerk will attend all Council and Committee meetings and be

responsible for drawing up the Minutes from the meetings. In the absence of the Clerk for a committee meeting (when the Clerk is on leave or off sick) the Chair is responsible for identifying who will take the minutes (draft minutes to be checked and approved by the Chair of the Committee) and then forward these to the Clerk.

- f. Chairs of all committees need to liaise, meet (or effectively communicate by phone/email) with the Clerk at least a week prior to the date of their particular committee meeting to go through the agenda and any issues/correspondence, budget etc and ensure that the Clerk has all the relevant documents for the meeting.
- g. After committee meetings the Chairs of the Committee to go through the Minutes and update the Forward Plans with any relevant information. The Chairs of Committee to provide the Clerk with their provisional Committee budget figures by the first week of November.
- h. The Clerk would be willing to meet with the individual Chairs to help go through the budget figures prior to the budget meeting held in mid November.
- i. The Clerk is the line manager for the other members of staff and has direct responsibility for giving directions and overseeing their work patterns. The best councils will have a clerk and councillors who work as a team to provide a service for the community.

PART C TORS of the Committees

18. Open Spaces Committee:

- a. Non-councillors who reside in the Parish and are interested in assisting in its management can be members of the Committee. The non-councillors would not have voting rights.
- b. The management of:
 - i. The Cemetery grounds
 - ii. Recreation Ground areas, including play equipment.
 - iii. Football posts and the Green at Rudloe.
 - iv. Woodlands, grasslands (all Common areas) and the Lovar Garden.
 - v. Allotments (incl fees)
- c. Review the budget and include any items for future expenditure in the Forward Plan.
- d. Provide Open Space management advice to the Clerk for passing to the Open Spaces team.
- e. Review Burial permits, procedures and fees.
- f. Review the safety of Headstones.
- g. Ensure the Book of Remembrance and In Memoriam Boards are maintained.
- h. Review the contract of Cemetery grounds-keeping.

- i. Review the inventory and maintenance of tools and machinery for the OS team.
- j. Liaise with:
 - i. Tennis Club
 - ii. Bowls Club
 - iii. Cricket Club
 - iv. Allotment Rep
 - v. Commons Rep
 - vi. Play Groups
- k. Policy responsibilities:

Open Spaces					
48	Cemetery Policy (incl Rules)	Y	Mar-24	Mar-26	
52	Allotment Policy (incl Rules)	Y	Oct-25	Oct-28	
53	Tree Management Policy				

19. Highways Committee

- a. The Parish Council has no powers relating to Highway issues. These are the responsibility of the Wiltshire Council Highways department.
- b. Responsible for:
 - i. bringing any issues relating to highway safety or improvement to the Local Highway and Footway Improvement Group (LHFIG)
 - ii. to raise any issues relating to drains, flooding, potholes etc with Wiltshire Highways.
 - iii. Resilience plans.
 - iv. Bus shelters
 - v. Grit bins
 - vi. Notice boards
 - vii. Car Parks (Rec, Market Place and Upper Common)
- c. Report any minor issues ie dirty or broken road signs, potholes, vegetation overhanging the highways etc to the Parish Steward or to Wiltshire Council via MyWilts App.
- d. Forecast any contributions that may be payable by the Parish Council for any works requested. and to include these in the Council budget. Any costs for improvement works will need to be agreed by the Full Council prior to asking for the works to be carried out.
- e. Members will represent the Council at the quarterly meetings of the LHFIG and will report any issues arising from these meetings to the Full Council.
- f. Responsible for the management of over 104 footpaths, bridleways and rights of way in the parish, striving to keep them clear and viable
- g. It will notify WC of defective stiles, signs or infringements by users or landowners. A Cotswold Warden can also sit on the committee.

- h. To regularly review the Forward Plan to include any items of expenditure that would need to be considered when setting future budgets.

20. Buildings Management Committee

- a. Responsible for the booking, management and maintenance:
 - i. Pavilion
 - ii. Lodge
 - iii. Chapel
 - iv. Parish Council office
 - v. Workshop
 - vi. Monuments and Assets
 - vii. overseeing of the Jubilee Youth Centre.
- b. Oversee the lettings for the Pavilion, which are managed Clerk, and to set the fees for letting accordingly.
- c. To develop feasibility studies to optimise the buildings of the Parish.
- d. Ensure that mandatory compliance checks on building are undertake.
- e. Ensure that the Lodge is an effective rental.
- f. Ensure that insurance cover and other liability cover is in place.
- g. Policy responsibilities:

Buildings					
55	Fire Safety Policy	Y			additional notes in H&S Policy
56	First Aid Policy	Y			additional notes in H&S Policy
57	CCTV Policy	Y	new		
43	Hazardous Materials Policy (Asbestos 43a, Legionella 43b)	N		Sep-25	Move to Buildings

21. Planning

- a. This committee has delegated powers to make decisions on the applications and notify these decisions to Wiltshire Council without ratification by Full Council.
- b. responsible for making comments and recommendations to the Wiltshire Council Planning Authority on behalf of the Parish Council on all Planning applications within the parish, taking into account the Local Green Belt Policy and the AoNB. The Committee will also take into account the terms of the Climate Change Action Plan when making its comments.
- c. Wiltshire Council makes the decisions on all applications.
- d. Provides oversight and direction to the Neighbourhood Plan Steering Group, who report to this committee.

22. Personnel Committee

- a. This committee comprises the Parish Council Chairs with a non committee chair as the Chair.
- b. Responsible for all HR and employment matters relating to Council personnel including staff appraisals, wellbeing, salary negotiations, pension, grievance and disciplinary matters etc.
- c. Responsible for managing the PPE for staff.
- d. Ensuring that staff appraisals are completed.
- e. Ensuring that professional training / development is undertaken.
- f. Monitoring absence and holiday entitlements.
- g. Ensuring job descriptions are up to date.
- h. The Minutes of the meeting are available to members of the public but any reports relating to specific members of staff will remain confidential
- i. Responsible for keeping updated the following policies:

Personnel					
30	Appraisal Policy	N	Sep-25	Sep-27	
31	Leave of Absence (incl Sickness)	N	May-18	May-26	
32	Disciplinary Policy	N	Mar-20	Oct-26	
33	Redundancy	N	May-18	Oct-26	
34	Grievance Policy	N	Mar-20	Sep-26	
35	Equality, Diversity and Inclusion Policy	Y	Dec-25	Dec-27	
36	Lone Working	N	Dec-25	Dec-27	
37	Working at Height	N		Apr-26	new
38	Manual Handling	N	May-18	Apr-26	
39	Anti Bullying and Harassment	N	Jul-20	Jan-26	
40	Advice Note to Councillors on Bullying and Harassment.	N	Jul-20	Jan-26	
41	Procedure for management of unplanned absence of member of staff	N	Dec-25	Dec-27	
42	Staff & Councillor Training and Development.	N	Sep-25	Sep-27	
43	Hazardous Materials Policy	N		Sep-25	Move to Buildings
44	Recruitment and selection	N	Mar-23	May-26	

23. Finance and Governance Committee:

- a. This committee comprises the Chair and Vice Chair of the Council and the Chairs of all the above committees plus one other Councillor and will carefully monitor the Council's budgets and expenditure.
- b. It will review and draw up any policies relating to the Governance of the Council which will be submitted to Full Council for agreement.
- c. Monitor all legal matters relating to the Council including all leases, agreements and licences.
- d. Ensure the code of conduct is implemented.
- e. Ensure that councillors have accepted their office and registered conflicts of interest.
- f. Review the internal financial controls, as implemented by the RFO.

- g. Set the budget and recommend the Budget (incl Precept) to the Full Council.
- h. Execute the Grants process (only refer contentious or large bids to the Full Council).
- i. Ensure the independence and selection of the Internal Auditor.
- j. Receive and review the Internal and External Auditor recommendations.
- k. Approve for recommendation the annual budget to the Full Council.
- l. Track all forecast spend to budget.
- m. Ensure that assets are insured correctly and that EMRs are apportioned correctly.
- n. Approve the Investment Policy, level of General Reserves and to review the level of interest received on invested funds.
- o. Review the banking arrangements (including the bank, SOs, DDs and banking mandate).
- p. Nominate a councillor per Quarter to undertake and sign bank and cash reconciliations.
- q. Review the Risk Register and ensure risk assessments are in place.
- r. To agree any accounts for payment. In the months that there is no meeting the Clerk will circulate the accounts for payment to all Committee members for their agreement.
- s. To review the asset register.
- t. Responsibilities for policies:

	Finance and Governance				
1	Code of Conduct*	Y	Apr-24	May-26	Model NALC policy adopted
2	Council Standing Orders*	Y	Apr-25	May-26	Change with new structure
2b	Committees of the Council	Y	May-24	May-26	
2a	Publication Scheme	Y	May-25	May-26	
3	Complaints Procedure	Y	Apr-23	Apr-26	
4	Co-option Procedure for new Councillors	Y	Mar-22	Apr-27	
5	Inclusion Policy	Y	Dec-24	Dec-26	
6	Financial Regulations*	Y	Aug-24	May-26	Model adopted. Reviewed July 2022
7	Grant Awarding	Y	Oct-24	Oct-26	
8	Effective Management of Recording Council meetings	Y	Jan-16	Jan-26	
9	Community Engagement Policy	Y	Jan-16	Jan-27	
10	Privacy and Data Protection Policy	Y	Mar-26	Mar-28	Done in March 2026
11	Policy for use of personal Social Media by Councillors	N	Aug-20	Jan-26	Combine with below
11a	Information Technology Policy	Y	November 2025	Nov-27	
12	Policy for writing and sending of emails	N	May-16	May-26	Re-name to social media
13	Protocol for members of the public joining in Council meetings	Y	Dec-16		See Standing Orders
14	Safeguarding Policy for young adults and people at risk	Y	Jul-23	Jul-26	
15	Allowances and Expenses Policy	Y	Mar-24	Mar-26	To be named Allowances Policy, incl Remuneration
16	Policy for Remote meetings	Y	Apr-20	Apr-26	NALC Policy adopted
17	Procurement	Y	Apr-25	Apr-27	
18	Health and Safety Policy	Y	Feb-25	Apr-25	
19-20	Blank				
22	Protocol for dealing with challenging interactions with parishioners	Y	Feb-24	Feb-26	
23	Protocol for recording an apology by Councillors at Parish Council meetings	Y	Feb-24	Feb-26	NALC model
24	Conflict of Interest Policy & Procedure	Y	Apr-25	Apr-26	
24	Risk Management Policy	Y		May-26	new
25	Climate Change Policy (incl Carbon Neutral)	Y			new
26	Parish Resilience & Emergency Plan	Y		May-26	Incl Flood defence
27	Retention of Records	N			new
28	Investment Policy	N	Feb-26	Feb-28	New

Working Groups:

There are a number of Parish working groups. These are topic based, open to all parishioners and take direction and report in to their parent Committee of the Council:

