



Stratford-upon-Avon Town Council

Committee Structure





Stratford-upon-Avon Town Council

FUNCTIONS AND POWERS RESERVED FOR FULL COUNCIL & TERMS OF REFERENCE

Policy Reference	Document Ownership	Review
	Full Council	Annually

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Matters Reserved for Full Council

1. Sustainability

- 1.1 Prior to any resolution being passed, Council will first consider the environmental Impact of the item being considered.

2. Equality

- 2.1 The Town Council is committed to equal opportunities in employment and service delivery. The policies and practices of the Council aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. The Council seeks to treat people fairly, with dignity and respect and every Committee will be mindful of these values in its decision-making process.

3. Governance, Policy and Procedures Accountability

- 3.1 Any new or revised government policies or legislation that requires adoption
- 3.2 General parliamentary and local authority consultations, not affecting policy decisions by the Town Council, or relating to the responsibilities of another Standing Committee.
- 3.3 Any national or in-house guidance or policies considered necessary for adoption to assist the smooth day to day operation and activity of Council or the Mayor.
- 3.4 To consider and review where necessary Structure and Local Plans or their equivalent including the Neighbourhood Development Plan and the Community Infrastructure Levy (CIL).
- 3.5 Any revisions to the Neighbourhood Development Plan.
- 3.6 The making, amending or revoking of Standing Orders, Financial Regulations and the Scheme of Delegation.
- 3.7 Adoption or revision of the Council's Code of Conduct.
- 3.8 Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence.
- 3.9 To undertake a review of the Full Council Terms of Reference, at least annually.
- 3.10 To receive and adopt the Terms of Reference of all Standing Committee and sub-groups, at least annually.
- 3.11 To review, receive and adopt all Council policies on an ongoing basis, when necessary.
- 3.12 All matters relating to the Town Council as a local authority affecting the Risk Assessment Strategy, Standing Orders and Standing Orders on Contracts and Financial and Administrative Regulations.

- 3.13 The making, amending or revoking of bye-laws.
- 3.14 To undertake a general Risk Management Review of Council, at least annually.
- 3.15 New service areas or functions.
- 3.16 To facilitate the Town Centre Strategic Partnership and receive the minutes accordingly.
- 3.17 Any other policy matters which may arise or be referred including the organisational structure, priorities or functioning of the Town Council.

4. Financial

- 4.1 To approve and adopt the Council's Budget for the ensuing year.
- 4.2 To set the level of the Parish Precept.
- 4.3 Approval of the Annual Accounts (Financial Statements), and completion of the Annual return including Governance Statement and Accounting Statements (AGAR).
- 4.4 All matters relating to the Town Council as a local authority affecting the Financial Risk Assessment Strategy and Financial Regulations.
- 4.5 Authorisation as to terms and purpose for any application for Borrowing Approval.
- 4.6 Approval of recommendations by the Governance, Finance & Resources Committee or any Standing Committee resolutions referred by them which may have, but is not limited to, any significant financial implications on the Council.
- 4.7 To receive notification of CIL monies received.

5. Electoral and Governance

- 5.1 All parliamentary and electoral matters and constitutional matters generally affecting the Town Council's area or composition.
- 5.2 The structure and constitution of the Town Council's Standing Committees.
- 5.3 The appointment of members to the Town Council's Standing Committees.
- 5.4 The structure and constitution of the Town Council's sub-groups which may also be instigated and constituted by a Standing Committee, when appropriate.
- 5.5 The appointment of members to the Town Council's sub-groups which may also be instigated by a Standing Committee, when appropriate.
- 5.6 The appointment of members of the Council to outside bodies (save as specified under the delegated responsibilities of the Standing Committees).
- 5.7 The review of Members' allowances, at least annually.

5.8 Matters affecting members generally.

6. Civic

6.1 The appointment of Mayor and Deputy Mayor.

7. Land and Property

7.1 Sale, purchase and acquisition of land and property and all matters relating thereto in accordance with Standing Orders.

8. Planning

8.1 Any revision to the Neighbourhood Development Plan.

8.2 Agree and implement projects funded from CIL monies.

9. Sub-Groups

9.1 To oversee the sub-groups reporting directly to Town Council. The Council will determine the terms of reference, membership, and duration of any such sub-groups in accordance with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

9.2 To receive, approve and adopt the Minutes of the sub-group meetings

10. Staff

10.1 Appointment and dismissal of the Town Clerk/Chief Officer as recommended by the Governance, Finance & Resources Committee.

10.2 All matters relating to the terms and conditions of contract and pay awards of the Town Clerk/Chief Officer as recommended by the Governance, Finance & Resources Committee.

11. Standing Orders

11.1 The Standing Orders of Council will apply to the running of the Town Council Meeting as appropriate

**Terms of Reference
Control Sheet**

Version	Amendment (Including paragraph)	Review Date	Date Adopted



Stratford-upon-Avon Town Council

COMMUNITY, WELLBEING & PLACE COMMITTEE

TERMS OF REFERENCE

Policy Reference	Document Ownership	Review
	Community, Wellbeing & Place Committee	September - Annually

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1. Purpose of Committee

- 1.1 The Community, Wellbeing & Place Committee has responsibility for the provision of services, facilities and community initiatives, subject to budget and expenditure limits set out in the Council's Standing Orders and Financial Regulations.

2. Sustainability

- 2.1 All committees should consider the environmental impact of any decision made by it on behalf of the Council.

3. Membership and Voting

- 3.1 The Committee will comprise of 9 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise and the Mayor.
- 3.2 The Chair of the Committee and Deputy Chair will be elected annually by the Committee at its first meeting following the Annual Meeting of the Council.
- 3.3 If the Chair is not able to attend a meeting, the Deputy Chair, where applicable, will take the meeting. If the Deputy Chair is not present, Members will elect another Member, to conduct proceedings for the duration of the meeting unless the Mayor is present when he/she would take the Chair.
- 3.4 In the case of a tied vote, the Chair will cast the deciding vote.
- 3.5 Additional members of the public may be co-opted to the Committee with relevant skill, experience and knowledge consistent with these Terms of Reference.
- 3.6 In the event of the resignation, death, or disqualification of a Councillor during the year any vacancy on the Committee will be filled at the next meeting of the Full Council.

4. Meetings

- 4.1 The Committee shall meet no less than four times a year with the date and time of ordinary meetings determined at the annual meeting of the Council.
- 4.2 Members will be summoned to attend meetings which will usually be held in the Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor but will have no more rights at Committee meetings than members of the public.
- 4.3 The Town Clerk/Chief Officer or Committee Chair may convene additional meetings as they feel necessary.
- 4.4 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 4.5 The Clerk, or other appropriate staff member will prepare and circulate to Councillors an agenda by email, at least three clear days prior to meeting, and will publish the agenda on the Council website and noticeboard.

4.6 Minutes of each meeting will be produced by the Clerk or nominated Officer. They will be circulated in draft to the Chair of the Committee promptly after each meeting and will be published to the Council's website.

4.7 Meetings shall be held in accordance with the Council's standing orders and shall be open to the public unless otherwise resolved under permitted exemption.

5. Quorum

5.1 The quorum of a committee shall be one third of its members and of a sub-committee, forum, panel or working party shall be one half of its members.

6. Accountability

6.1 The Community, Wellbeing & Place Committee operates under the authority of Stratford-upon-Avon Town Council and is accountable to Full Council.

6.2 The Committee is subject to the Council's code of conduct, standing orders, and all relevant legislative obligations.

6.3 The Chair of the Committee shall ensure that the Committee operates within the terms of reference and brings any matters beyond its scope to the attention of the Town Clerk/ Chief Officer for Full Council.

7. Remit of the Committee

7.1 The Committee has delegated powers from Full Council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside of the Committee's terms of reference shall be referred to Full Council.

7.2 The Committee may appoint sub-committees or working groups as necessary to carry out specific tasks or investigate particular issues. The Committee will determine the terms of reference, membership, and duration of any such sub-committees or working group which are to be in accordance with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

7.3 To facilitate progress on environmental and climate change issues, the Committee will be encouraged to establish task and finish groups to undertake this. These groups will be responsible for expediting their work and will report their findings back to the Committee.

7.4 The Committee shall have delegated authority, in accordance with the Council's Financial regulations and standing orders to:

7.4.1 Consider and resolve on all matters relating to the management and provision of services, facilities and Community initiatives, including, but not restricted to the following: -

- Allotments
- Parks, Gardens, Open spaces, sports and recreational areas.
- Cemetery, Burial and Memorial Services (including memorial benches).
- Community Flagpole.
- Council-led Events and Civic activities including Mayor Making Ceremony/Civic Dinner, Civic Sunday, Civic Receptions, Shakespeare Birthday Celebrations, Shakespeare Schools Week/Heritage Open Day, Armed Forces Day, Remembrance Sunday Parade and Services, and Christmas Lights Switch-On.
- Markets.
- Town Hall (Including the provision of an annual maintenance review and compilation of a Planned Maintenance Schedule with specialist or professional advice when necessary).
- Tiddington Road Mooring.
- War Memorials.
- Hatton Rock storage facilities
- American clock and fountain
- Public spaces.
- Civic pride.
- Tourism initiatives and publicity.
- Community development programmes and engagement.
- Support to voluntary and community sector partnerships.
- Health & wellbeing initiatives (e.g. events we hold at the Town Hall, mental health, active communities).
- Grit Bins, Litter Bins, Dog Hygiene Bins, Benches and Bus Shelters.
- Council Web site, social media and newsletter
- Provide advisory input on wellbeing, arts, culture, heritage, and community events and other approved outside bodies.

7.4.2 Act within the powers and responsibilities of Stratford-upon-Avon Town Council, to:

- Determine achievable and sustainable carbon neutral targets; and actively measure the set carbon neutral targets with regard to their effectiveness.
- Review local biodiversity issues and identify means to improve the local environment by working in partnership with officers, representatives from local environmental groups, residents and businesses to agree and instigate actions leading to behavioural change.
- Provide the Town Council with enough factual information to lobby Government on a regular basis with the aim that Government provides the powers and resources needed to address the situation
- Produce a progress report to the Town Council every six months

- 7.4.3 Determine and implement maintenance priorities for council assets.
- 7.4.4 Recommend any Initiatives and Special Projects over £2,500 forming part of the Council's approved initiatives scheme to Council as part of the annual budget setting.
- 7.4.5 Approve the appointment of any necessary external consultants or contractors for services, facilities and Community initiatives delegated to this Committee.
- 7.4.6 Review opportunities for additional income streams annually.
- 7.4.7 Recommend to Council any CIL spending projects.
- 7.4.8 At its autumn meeting, agree its recommended budget, fees and charges and designated reserve requirement; and advise the Finance, Governance & Resources Committee accordingly.
- 7.4.9 The nomination, when appropriate, of members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council

8. Officer Delegations

- 8.1 Delegations to the Town Clerk/ Chief Officer after consultation with the Chair or Deputy Chair in the Chair's absence:
 - 8.1.1 The approval of expenditure between £3,501 and £5,000 relating to any matter within the Committee's responsibilities. Anticipated expenditure above £5,000 to be referred to Committee.
 - 8.1.2 For the free use of the Town Hall in respect of local community and charity use providing that the Council incurs no additional expense and free use is limited to occupation during normal working hours.
- 8.2 Delegations to the Town Clerk/Chief Officer or Responsible Financial Officer and Officers:
 - 8.2.1 The approval by the Town Clerk/ Chief Officer or Responsible Financial Officer of expenditure of £3,500 or less relating to any matter within the Committee's responsibilities.
 - 8.2.2 After a probationary period of at least six months, and subject to a further extension at the discretion of the Town Clerk/Chief Officer, the approval by the Finance & Facilities Officer of expenditure of £ 1,000.00 or less relating to any matter within the Committee's responsibilities.

9. Review

- 9.1 The Committee Terms of Reference are to be annually reviewed in September.

**Terms of Reference
Control Sheet**

Version	Amendment (Including paragraph)	Review Date	Date Adopted



Stratford-upon-Avon Town Council

GOVERNANCE, FINANCE AND RESOURCES COMMITTEE

TERMS OF REFERENCE

Policy Reference	Document Ownership	Review
	Governance, Finance and Resources Committee	September - Annually

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1. Purpose of Committee

- 1.1 The Governance, Finance and Resources Committee has responsibility for the oversight of the Council's governance framework, financial management, resources, staffing (other than the appointment of the Proper Officer) and policy matters in accordance with statutory requirements, subject to budget and expenditure limits set out in the Council's Standing Orders and Financial Regulations.

2. Sustainability

- 2.1 All committees should consider the environmental impact of any decision made by it on behalf of the Council.

3. Membership and Voting

- 3.1 The Committee will comprise of 9 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise and the Mayor.
- 3.2 The Chair of the Committee and Deputy Chair will be elected annually by the Committee at its first meeting following the Annual Meeting of the Council.
- 3.3 If the Chair is not able to attend a meeting, the Deputy Chair, where applicable, will take the meeting. If the Deputy Chair is not present, Members will elect another Member, to conduct proceedings for the duration of the meeting unless the Mayor is present when he/she would take the Chair.
- 3.4 In the case of a tied vote, the Chair will cast the deciding vote.
- 3.5 In the event of the resignation, death, or disqualification of a Councillor during the year any vacancy on the Committee will be filled at the next meeting of the Full Council.

4. Meetings

- 4.1 The Committee shall meet no less than four times a year with the date and time of ordinary meetings determined at the annual meeting of the Council.
- 4.2 Members will be summoned to attend meetings which will usually be held in the Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor but will have no more rights at Committee meetings than members of the public.
- 4.3 The Town Clerk/Chief Officer or Committee Chair may convene additional meetings as they feel necessary.
- 4.4 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 4.5 The Clerk, or other appropriate staff member will prepare and circulate to Councillors an agenda by email, at least three clear days prior to meeting, and will publish the agenda on the Council website and noticeboard.

4.6 Minutes of each meeting will be produced by the Clerk or nominated Officer. They will be circulated in draft to the Chair of the Committee promptly after each meeting and will be published to the Council's website.

4.7 Meetings shall be held in accordance with the Council's standing orders and shall be open to the public unless otherwise resolved under permitted exemption.

5. Quorum

5.1 The quorum of a committee shall be one third of its members and of a sub-committee, forum, panel or working party shall be one half of its members.

6. Accountability

6.1 The Governance, Finance and Resources Committee operates under the authority of Stratford-upon-Avon Town Council and is accountable to Full Council.

6.2 The Committee is subject to the Council's code of conduct, standing orders, and all relevant legislative obligations.

6.3 The Chair of the Committee shall ensure that the Committee operates within the terms of reference and brings any matters beyond its scope to the attention of the Town Clerk/Chief Officer for Full Council.

6.4 The Committee shall oversee both internal and external audit processes, including the monitoring of recommendations and ensuring appropriate actions are taken in response.

6.5 The Committee will also ensure that robust systems of internal control are maintained and reviewed on a regular basis.

7. Remit of the Committee

7.1 The Committee has delegated powers from Full Council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside of the Committee's terms of reference shall be referred to Full Council.

7.2 The Committee may appoint sub-committees or working groups as necessary to carry out specific tasks or investigate particular issues. The Committee will determine the terms of reference, membership, and duration of any such sub-committees or working party which are to be in accordance with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

7.3 The Committee shall have delegated authority in accordance with the Council's Financial regulations and standing orders to:

Governance

7.3.1 Monitor and review the Council's Standing Orders, Financial Regulations and all policies and procedures for Council approval, ensuring they are legally compliant, up to date, and effectively implemented.

- 7.3.2 Consider corporate governance arrangements, including internal controls, and risk management and make recommendations to Council.
- 7.3.3 Respond to internal audit reports and reviews to Council.
- 7.3.4 Ensure that health and safety legislation, fire safety, compliance and data protection legislation and best practice are adhered to across the Council.

Finance (Including Risk Management and Insurance)

- 7.3.5 Consider all financial matters and report as necessary to Full Council.
- 7.3.6 Make recommendations on the proposed annual budget (including staffing, fees, charges and reserves) and precept to be levied for the ensuing year to Council.
- 7.3.7 Review the Annual Accounts (Financial Statements), Annual Governance Statement and Accounting Statements of the Annual Return (AGAR) for recommendation to Council.
- 7.3.8 Regularly and strategically review all aspect of the Council's financial performance against budget (including any financial overspend implications relating to the Town Council and its Standing Committees), submitting relevant reports and recommendations for review and approval at full Council meetings to ensure sound financial management.
- 7.3.9 Consider and make recommendations to Council on debt write- offs.
- 7.3.10 Undertake a Strategic and Financial Risk Assessment Management review, at least annually, to include an annual appraisal of approved suppliers and retained service providers.
- 7.3.11 Ensure that the RFO prepares the accounts of the Council and arranges the annual internal and external audits – making recommendation to Council on the appointment of the internal Auditor.
- 7.3.12 Release funds from earmarked reserves approved by Council.
- 7.3.13 Review the Council's risk including provision of insurance and make recommendations to Full Council, and to review the insurance policy to ensure it meets the requirements of the Council.
- 7.3.14 Consider ad hoc requests for funding outside of the initiatives timetable and make recommendations to Council.
- 7.3.15 Review any virement between budgets to be sanctioned by Council.
- 7.3.16 Oversee the Council's reserves strategy, future capital planning and procurements.

- 7.3.17 The appointment of the Council's bank/s, investment provider, insurance provider, and accountant; any necessary external consultants or contractors.
- 7.3.18 Recommend to Council any CIL spending projects.
- 7.3.19 Consider the provision of any new service, facility or asset and make recommendation to Full Council.

Human Resources

- 7.3.20 Provide strategic oversight of the Council's staffing structure, training and staffing resource levels necessary to enable the Council to work efficiently in the discharge of its functions and duties.
- 7.3.21 Recommend to Council the appointment or dismissal; and all matters relating to the Terms and Conditions of Contract and pay awards of the Town Clerk/Chief Officer.
- 7.3.22 The Chair of the Committee or alternative appointed Councillor to act as nominal line-manager of the Clerk and/or Proper Officer, including completing an annual appraisal on behalf of the Council.
- 7.3.23 To conduct the recruitment, determination, and appointment to staff vacancies (Excluding the Town Clerk/Chief Officer – Refer to paragraph 7.3.20).
- 7.3.24 Review job descriptions and person specifications on a regular basis.
- 7.3.25 Determine the grading, remuneration and terms and conditions of employment for all Council employees, including contracts of employment which are required to comply with employment law, health and safety legislation and terms and conditions of service as laid down by the National Joint Council (NJC "Green Book").
- 7.3.26 Ensure that all grievance, disciplinary and capability procedures are enacted in accordance with the Council's policies and procedures; and form sub-committees or panel for grievances and appeals as required.
- 7.3.27 Undertake a Health & Safety Risk Assessment and a Risk Management review, at least annually.
- 7.3.28 Receive reports and recommendations from the Town Clerk/Chief Officer on staffing matters including leave entitlements, annual holidays, sickness and sickness management, statutory entitlements, special leave and TOIL (time off in lieu).
- 7.3.29 Ensure the effective recruitment, retention, and development of staff to meet the Council's objectives including Councillor training.
- 7.3.30 Review the employee working environment, conditions and facilities, at least annually.

7.3.31 Review security arrangements to safeguard administrative and event staff when the Town Hall is open to outside organisations and members of the public.

7.4 The Committee shall:

7.4.1 Appoint the Council's Chaplain on an annual basis, considering the personal preferences of the Mayor Elect.

7.4.2 Appoint the Civic Photographer or make arrangements for civic events to be captured pictorially.

7.4.3 Oversee the Asset Register Review Group and approve and adopt its minutes accordingly.

7.4.4 Respond to consultative documents from Government and other bodies other than those specifically allocated to other Committees.

7.4.5 The nomination, when appropriate, of members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council.

7.4.6 Advise Council of any recommended change to the Committee's Terms of Reference

8. Officer Delegations

8.1 Delegation to the Town Clerk/Chief Officer or Responsible Financial Officer after consultation with the Chair or Deputy Chair in the Chair's absence:

8.1.1 The approval of expenditure between £3,501 and £5,000 relating to any matter within the Committee's responsibilities. Anticipated expenditure above £5,000 to be referred to Committee.

8.2 Delegation to the Town Clerk/Chief Officer or Responsible Financial Officer and Officers:

8.2.1 After a probationary period of at least six months, and subject to a further extension at the discretion of the Town Clerk/Chief Officer, the approval by the Finance & Facilities Officer (FFO) of expenditure of £1,000.00 or less relating to any matter within the Committee's responsibilities.

8.2.2 The approval by the Town Clerk/Chief Officer or Responsible Financial Officer (RFO) of expenditure of £3,500 or less relating to any matter within the Committee's responsibilities.

9. Review

9.1 The Terms of Reference are to be reviewed annually in September.

**Terms of Reference
Control Sheet**

Version	Amendment (Including paragraph)	Review Date	Date Adopted



Stratford-upon-Avon Town Council

PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE

TERMS OF REFERENCE

Policy Reference	Document Ownership	Review
	Planning, Environment and Transport Committee	September - Annually

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1. Purpose of Committee

- 1.1 The purpose of the Planning, Environment and Transport Committee is to review and respond to planning proposals and regulatory matters and to convey those views on behalf of the Council to the appropriate Authority.

2. Sustainability

- 2.1 All committees should consider the environmental impact of any decision made by it on behalf of the Council.

3. Membership and Voting

- 3.1 The Committee will comprise of 9 Councillors and 3 substitutes, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise. Where possible, Membership will be spread across electoral Wards to enable even and fair representation.

Councillors who are unable to attend must arrange a substitute Town Councillor and inform the Town Clerk/Chief Officer or relevant officer in advance of the meeting.

- 3.2 The Chair of the Committee, and Deputy Chair will be elected annually by the Committee at its first meeting following the Annual Meeting of the Council.
- 3.3 If the Chair is not able to attend a meeting, the Deputy Chair, where applicable, will take the meeting. If the Deputy Chair is not present, Members will elect another Member, to conduct proceedings for the duration of the meeting unless the Mayor is present when he/she would take the Chair.
- 3.4 In the case of a tied vote, the Chair will cast the deciding vote.
- 3.5 Additional members of the public may be co-opted, by full Council resolution, to support the technical aspects of the Planning function and National and local Planning Policy. Any such co-opted members will retain an advisory role and will not be granted voting rights.
- 3.6 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Committee will be filled at the next meeting of the Full Council.

4. Meetings

- 4.1 The Committee shall be scheduled no less than sixteen times a year with the date and time of ordinary meetings determined at the annual meeting of the Council.
- 4.2 Members will be summoned to attend meetings which will usually be held in the Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor but will have no more rights at Committee meetings than members of the public.
- 4.3 The Town Clerk/Chief Officer or Committee Chair may convene additional meetings as they feel necessary.
- 4.4 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

- 4.5 The Clerk, or other appropriate staff member will prepare and circulate to Councillors an agenda by email, at least three clear days prior to meeting, and will publish the agenda on the Council website and noticeboard.
- 4.6 Minutes of each meeting will be produced by the Clerk or nominated Officer. They will be circulated in draft to the Chair of the Committee promptly after each meeting and will be published to the Council's website.
- 4.7 All planning applications and observations shall be recorded in the minutes of the meeting.
- 4.8 Meetings shall be held in accordance with the Council's standing orders and shall be open to the public unless otherwise resolved under permitted exemption.

5. Quorum

- 5.1 The quorum of a committee shall be 5 members and of a sub-committee, forum, panel or working party shall be one half of its members.

6. Accountability

- 6.1 The Planning, Environment and Transport Committee operates under the authority of Stratford-upon-Avon Town Council and is accountable to Full Council.
- 6.2 The Committee is subject to the Council's code of conduct, standing orders and all relevant legislative obligations.
- 6.3 The Chair of the Committee shall ensure that the Committee operates within the terms of reference and brings any matters beyond its scope to the attention of the Town Clerk/Chief Officer for Full Council.
- 6.4 The Committee are responsible for ensuring that all planning responses align with the Council's adopted policies and plans.

7. Remit of the Committee

- 7.1 The Committee has delegated powers from Full Council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside of the Committee's terms of reference shall be referred to Full Council.
- 7.2 The Committee may appoint sub-committees or working groups as necessary to carry out specific tasks or investigate particular issues. The Committee will determine the terms of reference, membership, and duration of any such sub-committees or working party which are to be in accordance with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.
- 7.3 The Committee shall have delegated authority in accordance with the Council's Financial regulations and standing orders to:
 - 7.3.1 Consider and determine the Council's response to all planning applications, including those for advertisement consent, listed building consent, applications for tree works, lawful development certificates and notifications for prior approval.

- 7.3.2 Respond to consultations relating to tree preservation orders, telecommunications masts/ structures and other development control matters.
- 7.3.3 To oversee the Neighbourhood Development Plan sub-group and approve and adopt the Minutes accordingly.
- 7.3.4 To review, comment and report on matters relating to the Town Council's Neighbourhood Plan, the Local Plan and Community Infrastructure Levy (CIL).
- 7.3.5 To undertake a Planning Consultative Risk Assessment Management Review at least annually and recommend to Council, if appropriate
- 7.3.6 Invite relevant building developers, agencies and associations to present written and in-person reports or presentations to Committee, or full Council meetings to ensure any proposed developments are fully understood by Councillors before planning responses are formulated.
- 7.3.7 Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be a breach of planning regulations.
- 7.4 The Committee shall have delegated authority to consider and determine the Council's response to:
 - 7.4.1 Highways, traffic management, parking and public rights of way together with associated traffic or parking regulation orders or policies.
 - 7.4.2 To note or respond to all referred waterway and railway matters.
 - 7.4.3 Transport, walking/cycling initiatives.
 - 7.4.4 Licensing matters including, but not limited to, premises licences, street trading, and gambling licences.
 - 7.4.5 Environmental regulatory consultations such as pollution control, air quality, and tree preservation orders.
 - 7.4.6 Street naming and numbering proposals.
- 7.5 The Committee shall also consider consultations or discussions on proposals for major development, or which could result in changes to the Local Development Plan, Planning Policy Guidance, Conservation Areas, Town & Country Planning Act etc.
- 7.6 The Committee shall:
 - 7.6.1 Review planning policy consultation documents (e.g. Local Plans, Neighbourhood Plans, Supplementary Planning Documents) and prepare draft consultation responses for the consideration of Full Council but shall not the authority to submit any responses on behalf of the council.
 - 7.6.2 Monitor emerging planning policy issues likely to affect the parish and report to Full Council.
 - 7.6.3 Recommend to Council any CIL spending projects.

- 7.6.4 At its autumn meeting annually, agree its recommended budget and designated reserve requirement and advise the Finance & Audit Committee accordingly.
- 7.7 The Committee shall submit comments within deadlines without referral to Full Council, except where the application raises significant policy issues or controversy, in which case the matter shall be referred to Full Council.
- 7.8 Undertake Community emergency planning liaison with appropriate partner agencies and make arrangements through a Community Emergency Plan to ensure that the community is prepared and resilient when faced with an emergency situation.
- 7.9 To nominate, when appropriate, members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council.
- 7.10 The Committee shall have delegated powers, through the Town Clerk/Chief Officer to issue press statements regarding planning matters on behalf of the Full Council.

8. Officer Delegations

- 8.1 Delegations to the Town Clerk/Chief Officer, after consultation with the Chair or Deputy Chair in the Chair's absence:
 - 8.1.1 After consultation with the Chair or Deputy Chair and Planning Consultant, where the Head of Development or Licensing of the District Council proposes to exercise his/her delegated powers before a meeting of the Town Council's Planning Consultative Committee, to make comments on behalf of the Committee.
 - 8.1.2 The approval of expenditure between £3,501 and £5,000 relating to any matter within the Committee's responsibilities. Anticipated expenditure above £5,000 will be referred to Committee.
 - 8.1.3 To respond to applications where a response is required before a meeting of the Committee can take place.
- 8.2 Delegations to the Town Clerk/Chief Officer or Responsible Financial Officer and Officers:
 - 8.2.1 The approval by the Town Clerk /Chief Officer or Responsible Financial Officer of expenditure of £3,500 or less relating to any matter within the Committee's responsibilities.
 - 8.2.2 After a probationary period of at least six months, and subject to a further extension at the discretion of the Town Clerk/Chief Officer the approval by the Finance & Facilities Officer of expenditure of £500.00 or less relating to any matter within the Committee's responsibilities.

9. Chair's Actions Meeting

- 9.1 The Chair and Deputy Chair will attend Chair's Actions Meetings, delegating responsibility to an alternative member/s of the Planning Consultative Committee in the event they are unable to be present.
- 9.2 The quorum for the Chair's Actions Meeting is two. If a quorum is not present, the business will be deferred to the next Additional Chair's Actions Meeting

10. Stratford-on-Avon District Council Meetings

- 10.1 The Committee Chair or Deputy Chair is authorised to attend District Council Committee Meetings where Town Council representation is necessary and speak on behalf of the Town Council in accordance with its previously agreed position. However, if neither is available, the responsibility will be delegated to the ward member, or if unavailable, to an appropriate member of the Committee.
- 10.1 The Planning Consultant will only be asked to speak on behalf of Town Council at Stratford-on-Avon District Council Meetings or the like, if the case is particularly complex or controversial, when it may be prudent for an experienced officer to put forward the Council's case and be able to answer questions under cross examination.

11. Review

- 11.1 The Planning, Environment and Transport Committee Terms of Reference are to be annually reviewed in September.

**Terms of Reference
Control Sheet**

Version	Amendment (Including paragraph)	Review Date	Date Adopted



STRATFORD-UPON-AVON TOWN COUNCIL
CALENDAR OF MEETINGS 2026/27 AT THE TOWN HALL

Governance, Finance & Resources Committee	Community, Wellbeing & Place Committee	Planning, Environment & Transport Committee	Town Council
Tuesday (6:30pm) 5	Tuesday (6:30pm) 5	Tuesday (6:30 pm) 16	Tuesday (6:30 pm) 8
2 June 26	30 June 26	27 May 26 16 June 26	Annual Meeting & Mayor Making Friday 15 May 26 (noon) 23 June 26 (To approve Annual Accounts only)
		7 July 26 28 July	14 July 26 (Annual photograph)
	4 August 26	18 August 26	
2 September 26		8 September 26 29 September 26	15 September 26
	13 October 26	20 October 26	
3 November 26		10 November 26	24 November 26
	8 December 26	1 December 26	
5 January 27		12 January 27	19 January 27
		2 February 27 23 February 27	
9 March 27	2 March 27	16 March 27	Town Meeting Thursday 4 March 27 7:30pm
		6 April 27 27 April 27	13 April 27
		25 May 27	

Annual Meeting and Mayor Making (unless General Election decrees otherwise)
 Friday 21 May 2027 at noon at the Town Hall. Civic Sunday – Sunday 23 May 2027.