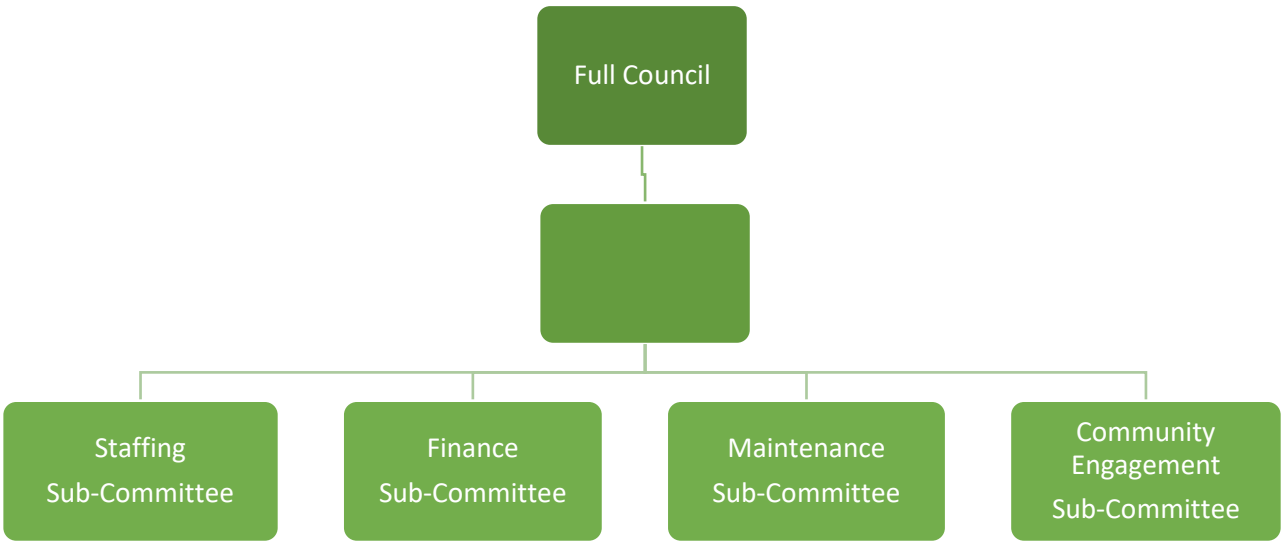
Council Structure 2026-27

Committees, Sub-Committees and Representatives



Council Members

Cllrs Stuart (Chair), Rees (Vice-Chair), Cllr Brown, Cllr Chown, Cllr Coldrick, Cllr Harrison, Cllr Holloway

Sub-committees

Staffing Sub-committee:

Finance Sub-committee:

Maintenance Sub-committee:

Community Engagement Sub-committee:

Representatives

St Thomas' Dole Charity: Cllr Rees

Water Orton
PARISH COUNCIL

Terms of Reference

Full Council

Members of the parish council meet once a month (excluding August & December) to which members of the public & press are welcome to observe. The Council discuss all aspects of Council business and make decisions on financial, planning and governance aspects of the Council. Meetings are run in accordance with the council's adopted Standing Orders.

The following matters are reserved for decision by Full Council, but the appropriate Committee / Sub-committee may make recommendations for the Council's consideration:

- The setting of the precept
- Borrowing money
- Making, amending, or revoking Standing Orders, Financial Regulations and the Scheme of delegated authority to the Clerk
- Making, amending, or revoking by-laws
- Making of Orders under Statutory Powers
- Matters of principle or policy
- Addressing recommendations in any report from the Internal and External Auditors
- Nomination or appointment of representatives of the Parish Council on an authority, organisation or body
- Nomination of members of all standing committees
- New powers or duties
- Nomination or appointment of representatives of the Parish Council to any enquiry on matters affecting the parish
- To receive and adopt the Annual Governance and Accountability Return
- To receive and sign off the Annual External Audit and Return
- To receive reports and recommendations referred to Full Council from various sub-committees as appropriate
- To set up direct reporting working groups as necessary
- To authorise the sealing of various documents with signatures of two parish councillors
- To appoint representatives on outside bodies or joint bodies
- To confirm the schedule of meetings of Full Council and the standing committees for the ensuing year
- To receive petitions and deputations from members of the public or any organisations
- Any other matters not delegated to a committee or officer or that has been referred to Full Council by a committee or officer.

Staffing Sub-committee

This Sub-committee is appointed to make recommendations on all staffing matters to Full Council where appropriate.

Role of the Sub-committee:

- To establish and keep under review the staffing structure in consultation with the Parish Council.
- To make recommendations to Full Council including drafting, implementing, reviewing, monitoring and recommended revisions to staffing policies.
- To make recommendations to the Full Council regarding the establishment and review of staff salary pay scales for all categories of staff.
- To make recommendations to the Full Council regarding the recruitment and appointment of staff.

- To make recommendations to the Full Council regarding the execution of new employment contracts and changes to contracts.
- To review and make recommendations to the Full Council on revisions to employment contracts in consultation with staff and in compliance with legislation.
- To keep under review the Clerk's Job description and ensure it reflects the requirement of the role.
- To make recommendations to the Full Council regarding establishing and reviewing performance management (including annual appraisals) and staff training programmes.
- To keep under review staff working conditions and Health and Safety matters.
- To monitor and address regular or sustained staff absence (as per Absence Management Policy).
- To make recommendations on staffing related expenditure to the Full Council.
- To consider any appeal against a decision in respect of pay referred from the Council and make recommendations to them.
- To consider a grievance or disciplinary matter referred from the Council in accordance with Water Orton Parish Council's Grievance or Disciplinary procedures to make recommendations to Full Council.
- Any appeal against the decisions of the Committee is to be reviewed by the Council.
- To provide some supervision / management of the Clerk including:
    - Conducting an annual appraisal of the Clerk and providing other opportunities for the Clerk to discuss staffing issues and workload.
    - To agree and monitor achievement against annual objectives.
    - To administer leave requests; record, monitor and manage absences from work for the Clerk.
    - To review and monitor the Clerk's timesheets and make recommendations to Full Council regarding 'Time off in lieu' allowances or the authorisation of overtime, where appropriate.
- To carry out any administrative processes on behalf of the Council which may lead to the dismissal of staff (including redundancy) if specifically delegated to do so by the Council.

Terms of the sub-committee

- The Staffing Sub-Committee is to consist of three parish councillors as a minimum and the Chair of the Parish Council should not be a member of the sub-committee.
- A substitute sub-committee member will be appointed to help with meeting quoracy and any potential conflict of interest with another sub-committee member.
- Members of the staffing sub-committee are expected to familiarise themselves with the Good Councillors Guide to Employment (2023)

The Good Councillor's guide to

- Staffing sub-committee members should attend the WALC training course: Being A Good Employer: The Essentials at the earliest opportunity.
- A confidential record of each meeting will be made and the findings and recommendations of the sub-committee made known at the Parish Council meeting as appropriate.
- Findings and Recommendations from the sub-committee should be made within a confidential report to the Full Council and contain all relevant background information for a decision to be made at a Council meeting

Water Orton
PARISH COUNCIL

Finance sub-committee

This sub-committee is appointed to provide recommendations to the Council as appropriate regarding budget monitoring and forecasting, budget setting (including recommendations for any in-year virements), internal controls and amendments to financial regulations and policies.

Terms of the sub-committee

- The sub-committee is to consist of a minimum of three parish councillors.
- The sub-committee will work within the Council's financial regulations.
- To consult with the Council's responsible financial officer (the clerk) to ensure that the sub-committee is fully informed of the Council's financial resources and expenditure obligations.
- Responsible for conducting an annual review of the effectiveness of internal controls and reporting any findings or recommendations to full council.
- To conduct quarterly budget monitoring and report any findings and recommendations to full council (financial information to be provided to the sub-committee by the Clerk as responsible financial officer)
- Responsible for making recommendations to Council on budget requirements, including recommendations for the precept level to ensure the Council manages its finances to meet its short and long term goals by:
    - Advising the Council of the potential cost of new services
    - Consider the estimates of services identified by other committees & sub-committees.
    - Consider forward planning and necessary earmarked reserves for the replacement of equipment, vehicles, buildings, and specific items of expenditure required in the future to lessen the precept burden in any one year.
    - Ensure that the budget is directly linked to the tasks identified in a 3-year strategy and the management of the Council's assets and responsibilities.
    - In relation to risk management, the sub-committee will develop a recommended budget for the Parish Council in compliance with the Council's Risk Management Policy and its stated role contained therein.
    - Recommending revised rents and fees for persons or groups using the facilities provided by the Council.

Maintenance sub-committee

To oversee the ongoing provision, maintenance and future development of all assets either leased or managed by the Parish Council for the benefit of the Parish.

Terms of the sub-committee:

- To comply with the Parish Council's Standing Orders on the governance and membership of the Maintenance sub-committee.
- To implement relevant council policies relating to the parish's amenities and, where appropriate, recommend amendments and new policies to the Council.
- To make findings and recommendations to the Council with respect to the provision, care, maintenance, and development of:
    - The Playing Field, including the Pavilion, Green Room and Play Area
    - The Green, including its Play Area
    - The Bowling Club Pavilion

  - The Allotment Site on St Blaise Avenue
  - Any other open spaces or horticultural areas owned, leased or managed by the Parish Council
  - Sporting, cultural and recreational facilities provided by the council and to review the local provision of such facilities.
  - The management and use of the Playing Field Pavilion
  - To manage and maintain the provision of Parish Council Bus Shelters and Planters in the village
- To submit proposals to the Parish Council for new and improved services.
- To formulate a recommended budget for revenue/capital expenditure for the next financial year and to recommend it to the Council by the end of October each year.
- To provide findings and recommendations to help control the expenditure and income of the approved maintenance budgets (Revenue and Capital)
- To propose, budget and obtain quotes for revenue/capital expenditure subject to the permission of the Parish Council.
- To consider and consult on how the Parish Councils assets within Water Orton can be improved taking due consideration of current budget constraints and investigating alternative funding sources to recommend to full Council.
- To be responsible for dealing with items of correspondence, consultations and projects relating to the identified responsibilities of the Maintenance sub-committee.
- To assess and discuss issues relating to the condition and maintenance of footpaths in the parish and correspond with the relevant bodies.

Community Engagement Sub-Committee

To discuss issues, explore options, develop plans, monitor, oversee and provide recommendations to the Full Council on matters of positive community engagement to include social media and events.

Terms of the Community Engagement Committee

- The sub-committee is to consist of three councillors as a minimum.
- To comply with the Parish Council's Standing Orders on the governance and membership of the Community Engagement sub-committee.
- To propose any recommendations to the implementation of relevant council policies relating to the Council's website, social media platforms, newsletters, community events and, where appropriate, recommend amendments and new policies to the Council.
- To make findings and recommendations to the Council on the following provision;
  - To consider, consult, discuss issues and submit proposals for the Council's website.
  - To consider, consult, discuss issues and submit proposals for the Council's social media platform.
  - To work in partnership with residents and community organisations to determine type of events, celebrations, format, date, time and location.
  - To prepare and propose an events plan to submit to full council.
  - To report recommendations to full council on relevant licenses, insurance and agreements.
  - To prepare and propose a communications plan for approval by full council.
  - Liaise with third party organisations
  - Request and review data from contractors, business and principal authorities.

- To prepare and propose a budget including proposals for external funding for approval by full council.
- Through the Clerk seek professional advice on licensing, insurance, agreements, health and safety and financial matters.