

# WEST WRATTING PARISH COUNCIL

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## TERMS OF REFERENCE

### Committees and Working Groups 2025-26

This document is to be reviewed annually by the Parish Council committee at the first meeting following the Annual Meeting of the Council.

### Role of Committees and Working Groups

A Parish Council can delegate some of its statutory functions to one or more committees. If there's a specific task focussed activity then a Working Group may be set up.

The main responsibilities of Committees and Working Groups are to analyze problems and prepare/propose courses of action to the Council for final decisions and approval. Each committee and group has a named leader who will take the initiative when action is required, schedule meetings and lead the process of making a recommendation to the Council

Working groups are not constituted as committees, therefore legally, they do not have the power to make decisions or spend money. Instead working groups act in a purely advisory role. A better name might be "Advisory Committee". Their findings and recommendations must be reported to the Parish Council and minuted. Their meetings do not have to be open to the public, and members of a working group can include individuals who are not members of the Parish Council.

A Committee - which comprises members of the Parish Council - has the delegated authority to make decisions and act without reference to the main Council. This is useful when issues must be addressed quickly or between full council meetings. All committee meetings are open to the public and there is a forum before the start of the meeting at which members of the public can raise concerns and ask questions. Committee meetings will be advertised on the village website.

The Parish Council may appoint or dissolve a Committee or Working Group at any time

The Committees and Working Groups of a Parish Council are published in a document that is approved by the full Council at its annual meeting in May. This needs to show who is on each committee / working group and the terms of reference for each of those groups. The "terms of reference" is simply an outline of the tasks or projects that will be undertaken by a working group or committee.

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## Committees and Working Groups of West Wrating Parish Council

This section lists the committees and working groups that have been appointed by West Wrating Parish Council. It shows the named lead for the group, and briefly lists the responsibilities and tasks or projects that will be undertaken, i.e., the terms of reference.

For all committees and working groups the Council's Standing Orders and Code of Conduct shall apply.

Nothing in these terms of reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by a committee or working group.

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### Planning Committee

#### Objective

The Planning Committee is to consider and review all planning applications and appeals that are referred to the West Wrating Parish Council by South Cambs District Council Planning Authority.

#### Terms of Reference

The Committee will have the Parish Council's authority to respond to planning applications or appeals. Members may canvas opinion on planning applications or appeals, and they can, where appropriate, draw the attention of parishioners to the existence of planning applications that impact upon West Wrating.

#### Membership

Simon Chandler (lead), John Harvey, Phil O'Donovan, Sisse McCall (non-councillor)

The Planning Committee shall consist of at least 2 members chosen from and elected by the Full Council at the Annual Parish Council meeting. The Chairman of the Committee is to be decided by the Parish Council. A quorum will consist of 2 members of the Committee. Non-councillor members can be appointed from time-to-time with the approval of the Parish Council if deemed appropriate. They will not have voting rights.

#### Responsibilities

The Planning Committee is constituted to consider and respond to on behalf of the Parish Council planning applications and refusals of planning permission that have been referred to the Parish Council.

The Planning Committee is to report regularly to the Parish Council all matters relating to planning relevant to the Parish of West Wrating.

- To review planning applications when they are received via the Clerk.

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- To review any Nationally Significant Infrastructure Project (NSIP) that will affect the village.
- To bring to the attention of the full council any controversial applications.
- To report decisions to the Clerk if action are to be taken
- To identify and make representations to the relevant authorities about breaches of planning regulations.
- To deal with any planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.
- To consider drawing-up a neighborhood development plan.
- To provide information so that other councilors and parishioners can understand how [planning applications](#) and [NSIP applications](#) progress.

## Meetings / Procedures

On receipt of information about planning that is referred to West Wrating Parish Council by the Greater Cambridge Shared Planning (GCSP) service the details are immediately circulated to all members of the Parish Council and to non-council members of the Planning Committee. The information will be added to (or updated in) a [Record of Planning Matters](#) document. New information will be investigated by at least one member of the Planning Committee, and will be summarised in an email to all councillors and committee members. Further email discussion may ensue. A Planning Committee meeting may be held to discuss applications that are more detailed or need a rapid response. The Committee shall determine if they wish to make a recommendation (which they are not obliged to do). If so, and a full Parish Council meeting is scheduled to be held before the response deadline, then it will be considered by the full Parish Council at that meeting. If the response deadline falls before the next scheduled Parish Council meeting then a Planning Committee meeting must be held in order to approve the response.

If two Parish Councillors consider an application to be of great importance to the village, they can ask the Committee to consider their decision at the next full meeting of the Council or, if the deadline for a response to the local planning authority will be exceeded, to call an Extraordinary Meeting of the Council to decide on a response.

The Parish Clerk will communicate the full Council's or the Planning Committee's recommendations to Greater Cambridge Shared Planning, ensuring that the communication arrives within the allotted timescale.

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## Finance Working Group

### Objective

The Finance Working Group will ensure compliance of West Wrating Parish Council with its [financial regulations](#).

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## Membership

Phil O'Donovan (lead), Cameron Biggs (RFO), Clive Parry (non-councillor)

## Responsibilities

Many of these tasks are the responsibility of the Parish Council's Responsible Financial Officer (RFO) who is a key member of this working group. For these tasks the working group just needs to ensure they are completed as and when required. Many tasks recur each year, so they've been listed in order of the annual schedule.

- At least once in each quarter and at each financial year end verify bank reconciliations as in section 2.2 of the [financial regulations](#).
- RFO: To half yearly provide the council with a statement of receipts and payments (financial regulations 4.8)
- RFO: To prepare before November of each year detailed estimates of all receipts and payments (financial regulations 3.2).
- To review salary budgets in November for the following financial year (financial regulations 4.4) and recommend to full council for approval.
- To propose the budget and precept for the forthcoming year not later than by the end of December and recommend to full council for approval at the Parish Council meeting in January (financial regulations 3.4).
- RFO: At each Parish Council meeting the RFO shall present a schedule of payments requiring authorisation, as in financial regulation 5.2.
- To annually review the [financial regulations](#) and update where required, as advised by the Clerk (financial regulation 18). Schedule this so any required changes can be approved at the AGM in May.
- Recommend to Council the particulars of all income to the Parish Council for approval at the AGM (financial regulations 9.2 and 9.3).
- RFO: To ensure a record is maintained of all properties held by the council as financial regulation 14.1.
- RFO and Clerk: Prepare risk management policy statements in respect of all activities of the council (FR 17).
- Review the risk policy statements and consequential risk management policy, and recommend to Council for approval at the AGM (FR 17).
- RFO: Prepare insurance for review and approval at the AGM (FR 15.3 & 15.5).
- RFO: Prepare register of assets and investments for review and approval at the AGM (FR 14.6).
- RFO: complete annual statement of accounts and AGAR for AGM in May (FR 2.3).
- To review the financial governance and policies of the Council.
- To ensure that there is an adequate and effective system of internal audit of the Council's accounting records.
- Keep under regular review the bank mandate for all council bank accounts.
- To monitor the Council's financial position.
- To propose amendments to the Council's budget as required.
- To review and propose accounting practices and systems.
- To review and document the Council's earmarked reserves.

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- To create and maintain the 3-year forecast of revenue and capital receipts and payments (financial regulations 3.3).
  - Consider the need for an Investment Strategy and Policy (incl. good interest accounts) and if drawn up, ensure review annually (financial regulation 8.5).
  - To develop a 3-5 year business plan for Parish Council assets (as recommended on the CAPALC course).
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## Solar Farm Working Group - lead Simon Chandler

### Membership

Simon Chandler (lead), Paul McKenna, Phil O'Donovan, Clive Parry (non-councillor), Simon Sampson (non-councillor), Simon Thorley (non-councillor).

### Responsibilities

To advise and assist the Parish Council on matters related to the proposed Kingsway solar farm by

- Liaising with other stakeholders (other parish councils, West Wrating Parochial Church Council, Cambridge County Council, South Cambridgeshire District Council, Pippa Heylings MP, Kingsway Solar Community Action group, Kingsway Solar Ltd / Downing Renewable Developments, etc.)
  - Gathering, collating and communicating information that would benefit the Parish Council and wider community.
  - Carrying out relevant tasks identified at Parish Council meetings.
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## Small Assets Working Group - lead Louise Chandler

The Small Assets Working Group will assist the Clerk with managing maintenance and repairs of items owned by the Parish Council, excluding those managed by other committees, e.g., Village Hall and Pavilion.

### Membership

Louise Chandler (lead), Paul McKenna

### Responsibilities

- Review the appropriate items on the [asset list](#) for parish council AGM and website.
- Review the annual playground inspection and advise on actions to be taken.
- Check the defibrillator monthly and document the date and person who did the check. Ensure all parts (battery and pads) are in working order and are within their use-by date.
- Work with the Clerk to identify, plan and oversee any maintenance that is required.

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## Sports Pavilion Working Group

The sports pavilion working group will liaise with West Wrating Sports Pavilion Club.

### Membership

Simon Chandler, Phil O'Donovan, Paul McKenna.

### Responsibilities

- Members sit on the committee of West Wrating Sports Pavilion Club.
  - Report on the welfare of the Sports Pavilion at Parish Council meetings.
  - Check the status of insurance, fire safety policy, state of maintenance, etc. and ensure these are kept in good order.
  - By advising and guiding, help to ensure the long-term viability of West Wrating Sports Pavilion Club.
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## Village Hall Working Group

The Village Hall Working Group will liaise with the West Wrating Village Hall Management Committee.

### Membership

Caughlin Ryder, Paul McKenna, Martin Davey (non-councillor)

### Responsibilities

- Members sit on the Village Hall Management Committee, and/or attend the committee meetings.
  - Report on the welfare of the village hall at Parish Council meetings.
  - Check the status of insurance, fire safety policy, state of maintenance, etc. and ensure these are kept in good order by the Village Hall Management Committee.
  - By advising and guiding, help to ensure the long-term viability of West Wrating village hall.
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## Road Safety and Highways - lead Martin Davey (non-councilor)

### Membership

Martin Davey (lead, non-councillor), Louise Chandler.

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## Responsibilities

- Report on road safety and highways subjects at Parish Council meetings.
  - Liaise with the village 'Speedwatch' team.
  - Prepare and submit application(s) eg. Local Highway Initiative (LHI), 20s Plenty.
  - Lead attempts to have a footpath built along Six Mile Bottom Road to improve the safety of pedestrians and other vulnerable road users.
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## Documents Working Group

This working group will check that documents that are required for the parish council or that assist its operations are in place, kept up to date and are appropriately published.

### Membership

Simon Chandler (lead) + others as needed.

### Responsibilities

- To oversee the review of documents before Parish Meetings.
  - To ensure that mandatory documents are available and based on the most recent models - standing orders, financial regulations, publication scheme.
  - To ensure that other required documents are available and based on the most recent models - transparency code, code of conduct, co-option procedure, etc.
  - To update and maintain the [risk management plan](#) - including H&S, the rec, village hall, sports pavilion, too few councilors.
  - Publish a parish profile and map on the Parish Council website.
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## IT Working Group

The IT working group will ensure the information technology tools needed by West Wrattling Parish Council are available for use by the councilors, clerk and parishioners.

### Membership

Simon Chandler (lead) + others as needed.

### Responsibilities

- Parish Council website - maintain and ensure compliance with mandatory requirements.
- Provide email accounts for councilors and the clerk.
- Maintain documents for GDPR and train councilors in compliance.

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- Create and publish a policy for data breach.
  - Liaise with the editorial team of the West Wrattling village webpage.

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## History

May 2024	Original release
July 2024	Change in members of Village Hall and Sports Pavillion working groups.
Dec 2024	Add Solar Farm working group
January 2025	Change of previous clerk's name to current clerk.
April 2025	Change of Planning Committee lead to Simon Chandler, and the process for handling planning information outlined.
July 2025	Emma removed from small assets. Simon removed from village hall, Paul added Sports Pavilion.