

# Bradford on Avon Town Council



## Committee Terms Of Reference 2026

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(included for completeness)



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### Control and Adoption:

<b>Action:</b>	<b>Who:</b>	<b>Date:</b>	<b>Comment:</b>
Drafted	Ops Manager	28th May 2019	
Agreed	Town Clerk	12 <sup>th</sup> June 2019	
Consultation	Committee Chairs		
Consultation	Members	10 <sup>th</sup> June 2019	Town Conference
Adopted	Full Council	2 <sup>nd</sup> July 2019	
Revised	Director of Ops	2 <sup>nd</sup> June 2021	
Agreed	Town Clerk		
Adopted	Full Council	6 <sup>th</sup> July 2021	
Adopted	Full Council		



# Committee Terms of Reference



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## Introduction

### 1. Creation of Committees

Under the Local Government Act 1972, The Town Council created the following committees at the Full Town Council Meeting on 8<sup>th</sup> June 2021.

<ul style="list-style-type: none"><li>• Community and Well Being</li></ul>	<ul style="list-style-type: none"><li>• Sustainable Development &amp; Travel</li></ul>
<ul style="list-style-type: none"><li>• Environment and Green Spaces</li></ul>	<ul style="list-style-type: none"><li>• Resources</li></ul>

### 2. Aims

This document, which is adopted as policy by the Council, lays out the Terms of Reference for each committee, and the interactions between the committees.

The arrangements will be reviewed no less than annually, and as often as required to ensure the efficiency of the decision-making.

### 3. Powers of Committees

#### 3.1 Delegated Items

The Full Town Council will delegate such powers to committees, and it sees fit, within its own powers, these powers are identified in this document. **No committee** may act in a way which exceeds these powers.

#### 3.2 Non-Delegated Items

Powers not explicitly delegated to Committees are deemed to be reserved to the Full Town Council

#### 3.3 Spending by Committees

Each Committees will be provided with an annual budget which is agreed by the Full Council as part of the budget setting process. An individual item spending cap will also be put in place, items above that cap will be subject to scrutiny by the Resources Committee, or Full Council, whichever is sooner.

Items in excess of £30,000 shall be referred to Full Council along with any items requiring the Council to incur a loan.

### 4. Spending Limits

4.1 The delegated committee item spending limit/cap are set out in the table below; these have been revised as per the financial regulations 2019.

Committee	Delegated Spending Limit (per proposal)
Community and Well Being	£10,000
Environment and Green Spaces	£10,000
Sustainable Development & Travel	£10,000
Resources	£30,000

4.2 The Chief Executive & Town Clerk and Deputy Town Clerk are delegated spend authority of up to £5,000, and/or any regulatory requirements upon the Town Council.

## Full Council

The following matters shall be reserved for decision by the 12 Members of Bradford on Avon Town Council, but the appropriate committee/s make the recommendation for the Councils consideration:



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1. Set the precept
2. Agree budget
3. Authorise the borrowing of money
4. Making, amending or revoking Standing Orders, Financial Regulations and Terms of Reference
5. Making, amending or revoking By Laws
6. New powers or duties
7. Making of orders under Statutory Powers
8. Authorising the sealing of various documents with the Common Seal
9. Matters of principle or policy
10. Prosecution or defence in a Court of Law
11. Appointment of the Leader of the Council (if required)
12. Appointment of the Town Mayor and Deputy Town Mayor
13. Appointment of Committees, and the names and Members appointed to each Committee.
14. Determining the functions and constitution of Committees and Sub-Committees.
15. Appointment of Sub-Committees and project steering groups (task limited) and Working Groups
16. Confirms the schedule of meetings of the Town Council and its' Committees for the ensuing year
17. Nomination or appointment of representatives of the Town Council on any authority, organisation or body (except approved conferences or meetings)
18. Nomination or appointment of representatives of the Council to any enquiry or matters affecting the Town
19. Actions on comments and recommendations made by the External Auditor
20. Receipt of reports and recommendations referred to the Town Council from the various Committees, Sub-Committees and Working Groups
21. Any other matters not delegated to a Committee or Sub-Committee or matters referred to the Council by Committees or Sub-Committees
22. To deal with all issues where time prevents them being referred to the relevant Committee
23. To approve comments on planning applications if referred by the Environment and Planning Committee
24. To approve statements one and two for the AGAR (Annual Governance and Accountability Return)
25. To adopt annually various policies of the Town Council.
26. To adopt to use the General Power of Competence.

# Community and Wellbeing



## 1. Membership

- 1.1 Six Members plus Chair of the Council and Deputy Mayor ex-officio
- 1.2 The Chair will be elected at the first meeting of the committee
- 1.3 Membership will be confirmed at the Annual Full Council; any oversubscription will be decided at the meeting or at the Council's Annual Conference
- 1.4 No business may be transacted at the meeting unless at least three members of the committee are present
- 1.5 Substitution of Members- Substitutes will be nominated by the member of the committee planning to be absent and notified to the Proper Officer in writing by 3pm on the day of the meeting

## 2. Aims

The Community and Wellbeing committee will manage social, community and engagement policy. Overseeing the Council's communications, developing initiatives and oversight of the services that the council provide in relation to recreation, youth services, engagement, health and wellbeing. The committee will oversee town council events.

The committee will work in liaison with Wiltshire Council's Area Board, community groups and other third sector organisations.

## 3. Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:

### 3.1 Community Engagement

- 3.2 Liaise with Wiltshire Council's Area Board and with the wider community and neighbouring parish councils
- 3.3 Award grants to support the local community, within the terms of the council's grants policy
- 3.4 Health and Wellbeing initiatives
- 3.5 Provision of Youth Services
- 3.6 Provision for older and vulnerable older people
- 3.7 Oversee resident engagement
- 3.8 Arts and culture activities
- 3.9 Develop engagement via the Residents Panel
- 3.10 Liaise with Wiltshire Police and other statutory providers and relevant agencies
- 3.11 Liaise with community organisations which have an interest in recreational facilities in the town
- 3.12 Oversight of community services in the town and surrounding areas
- 3.13 Oversight of Twinning activities
- 3.14 Promoting the town, events, facilities, activities and accessibility
- 3.15 To consider matters relating to town events organised either by the Council or other organisations
- 3.16 To identify and promote projects that will involve or provide activities for people of all ages
- 3.17 Sports and leisure activities
- 3.18 Liaise with Lorry Watch, Speed Watch and relevant stakeholders
- 3.19 Any other matters referred to it by Full Council, which is not within their Terms of Reference

#### 4. Referred Business

The committee will consider and make recommendations to the Town Council on the following matters:

- 4.1 Provision of additional community facilities deemed necessary or desirable
- 4.2 Improvements to services within the committees' sphere of responsibilities
- 4.3 To make proposals following any investigation or review of any matter relating to youth work in the town
- 4.4 To make proposals following any investigation or review of any matter relating to arts and culture sports or leisure activities.
- 4.5 Any other matters referred to Community and Wellbeing committee by the Town Council which is not within these Terms of Reference
- 4.6 The Committee shall appoint working groups as and when it is deemed necessary, setting out Terms of Reference for those bodies



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## Environment and Green Spaces



### 1. Membership

- 1.1 Six Members plus Chair of the Council and Deputy Mayor ex-officio
- 1.2 The Chair will be elected at the first meeting of the committee
- 1.3 Membership will be confirmed at the Annual Full Council; any oversubscription will be decided at the meeting or at the Council's Annual Conference
- 1.4 No business may be transacted at the meeting unless at least three members of the committee are present
- 1.5 Substitution of Members- Substitutes will be nominated by the member of the committee planning to be absent and notified to the Proper Officer in writing by 3pm on the day of the meeting

### 2. Aims

The Environment and Green Spaces committee will develop environmental and ecological policy and landscape management plans. Developing initiatives and oversight of the services that the council provide in relation to street scene services, green spaces and play areas.

The promotion of an agreed strategy on air quality and environmental impacts on the town.

### 3. Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion

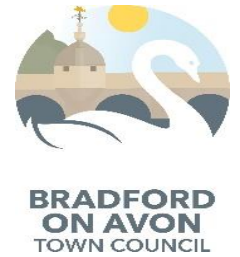
- 3.1 Environment, Ecological and Climate strategy
- 3.2 Liaising with Wiltshire Council and its Area Board on the Council's declaration of Carbon Neutral 2030
- 3.3 Liaising with Wessex Water, Canal & Rivers Trust and other relevant agencies regarding their impact on the town's environment
- 3.4 Liaising with environment groups to co-ordinate efforts to meet the council's policies
- 3.5 Develop and deliver initiatives to support the Council's declaration of Carbon Neutral 2030
- 3.6 Develop biodiversity and ecological projects that support the Council's policies
- 3.7 Investigate methods of improving air quality within the town
- 3.8 Policy regarding the provision of the following services: parks, open spaces, 'green' assets owned or managed by the Town Council
- 3.9 Oversight of site specific management plan
- 3.10 Oversight of the operational services
- 3.11 Oversight of the burials function
- 3.12 Managing and developing the Community Emergency Volunteers (CEV's), Clean Up Bradford on Avon (Club), Nature Volunteers and other volunteer groups supporting the council's operational responsibilities
- 3.13 To maintain existing bus shelters and street furniture and to consider provision of new items where necessary within the approved budget
- 3.14 To liaise with Wiltshire Council on the maintenance of footpaths and cycleways.
- 3.15 Encourage, and assist in the development of independent volunteer groups within the town council estate
- 3.16 Any other matters referred to it by Full Council, which is not within their Terms of Reference

#### 4. Referred Business

The Committee will consider and make recommendations to the Town Council on the following matters:

- 4.1 To make proposals following any investigation or review of any matter relating to Sports or Leisure activities on council owned land.
- 4.2 Improvements to services within the Committees' sphere of responsibilities
- 4.3 Making recommendations to the Council following any investigation or review of any matter relating to local community schemes to reduce the environmental impact on the town
- 4.4 Any other matters referred to the Environment and Green Spaces Committee by the Town Council which is not within these Terms of Reference
- 4.5 The Committee shall appoint working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies

## Sustainable Development & Travel



### 1. Membership

- 1.1 Six members plus the Chair of the Council and the Deputy Mayor ex-officio
- 1.2 The Chair will be elected at the first meeting of the committee
- 1.3 Membership will be confirmed at the Annual Full Council; any oversubscription will be decided at the meeting or at the Council's Annual Conference
- 1.4 No business may be transacted at the meeting unless at least three members of the committee are present
- 1.5 Substitution of Members- Substitutes will be nominated by the member of the committee planning to be absent and notified to the Proper Officer in writing by 3pm on the day of the meeting

### 2. Aims

The Town Development committee will undertake the Council's forward planning and strategic development, including built environment, promoting the local economy and tourism. Promoting an agreed strategy on pedestrian safety, reducing congestion and the delivery of complementary tactical initiatives via the Local Highways & Footways Improvement Group (LHFIG).

The committee will undertake the council's statutory consultee function and provide planning development advice to Full Town Council

### 3. Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion

- 3.1 Developing and maintaining the infrastructure of the town
- 3.2 To liaise with Wiltshire Council on the continuing regeneration and development of Bradford on Avon town centre
- 3.3 Digital Infrastructure
- 3.4 Town Council property
- 3.5 Developing and supporting the local economy
- 3.6 Neighbourhood Planning
- 3.7 Formulate and promote the Town Council's Tourism Strategy
- 3.8 Developing the Tourist Information Centre and the volunteers
- 3.9 To liaise with the private, public and voluntary sectors to seek ways of increasing participation in partnership opportunities, networking, fundraising and joint projects to benefit of the local economy
- 3.10 To oversee town profile exercises to evaluate key performance indicators and plan future projects
- 3.11 To make observations as necessary to the responsible authority or organisation on matter affecting the public transport in the town
- 3.12 To consider issues affecting roads/traffic impact which the Town Council is consulted in or which the Town Council has interest, except those issues to be referred to Full Council
- 3.13 Investigate methods of improving pedestrian safety within the town
- 3.14 To receive reports via the Local Highway & Footpath Improvement Group Process (LHFIG) then forward to the Community Area Board LHFIG meeting with recommendations
- 3.15 Engage with Wiltshire Council to devise and implement measures to reduce traffic-related problems in and around the town
- 3.16 Any other matter referred to it by Full Council, which is not within their Terms of Reference

## 4 Referred Business



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The committee will consider and make recommendations to the Town Council on the following matters:

- 4.10 To consider developments which, in the opinion of the Committees would be a benefit to the Town
- 4.11 To propose after, investigation or review of any matter relating to the purchase, sale or disposal of land or property, or taking forward any other matters concerning land or property as required by the Town Council
- 4.12 To highlight, after investigations or review of any matter relating to the protection and improvement of Bradford on Avon
- 4.13 Strategic housing needs planning (for referral to Full Council)
- 4.14 Making recommendations to the Council following any investigation or review of any matter relating to the town architectural heritage and character of its built and natural environments
- 4.15 To highlight, after investigations or review any transport/safety/pollution matter relating to, or impacting on Bradford on Avon
- 4.16 Any other matters referred to the Town Development Committee by the Town Council which is not within these Terms of Reference
- 4.17 The committee shall appoint working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies

## 5 Permanent Planning Sub Committee

The Planning sub committee has delegated authority to deal with the following matters to conclusion

- 5.10 To comment on behalf of the Council on planning applications having due regard for the Town Councils policies
- 5.11 Planning Enforcement referrals to Wiltshire Council
- 5.12 The sub committee is delegated and must consult and agree with a minimum of three members to comment on behalf of the Council on planning applications and report to the next Town Development committee meeting
- 5.13 To undertake all powers and duties of the Council in respect of neighbourhood planning and development under the Localism Act
- 5.14 To make suggestions in respect of street naming
- 5.15 To make representations involving listed buildings and the conservation area in Bradford on Avon
- 5.16 Public Services- to act as the consultee, make representations and support as required all matters relating to:
  - Housing Strategy
  - Utility Services (gas, electricity, telecommunications, water sewage, flooding etc)
  - Waste Infrastructure
  - Mineral extraction
  - Planning policy changes
  - Licensing applications

## Resources



### 1. Membership

- 1.1 Four Members plus the Chairman of the Council and Deputy Mayor ex-officio
- 1.2 The Chairman will be elected at the first meeting of the committee
- 1.3 Membership will be confirmed at the Annual Full Council; any over subscription will be decided at the meeting or at the Council's Annual Conference
- 1.4 No business may be transacted at the meeting unless at least half of the members of the committee are present
- 1.5 Substitution of Members- Substitutes will be nominated by the Member of the Committee planning to be absent and notified to the Proper Office in writing by 3pm on the day of the meeting

### 2. Aims

The Resources committee will act as the council scrutiny committee in all matters that are referred and for all committee expenditure over capped committee spending levels. The committee will have responsibility for financial management, including budgeting and oversight, HR matters, governance policies and IT.

### 3. Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:

- 3.1 To confirm all financial accounting matters except setting of the precept and borrowing of money
- 3.2 To receive quarterly Accounts Management Reports and Internal Audit Reports
- 3.3 To receive reports on sample testing for accuracy of paid invoices of goods and services
- 3.4 To receive reports on sample testing for accuracy and prompt payment of Sundry Debtor Invoices
- 3.5 Draft Budget prior to the Annual Budget Meeting including setting and agreeing of fees and charges along with terms and conditions
- 3.6 Chairman of Resources Committee and Mayor (or Deputy) to carry out the Town Clerks staff appraisal and agree objectives
- 3.7 To agree with the Town Clerk any issues relating to staffing levels/structure and salary grades
- 3.8 To delegate to the Town Clerk and Director of Operations the advertising of staff appointments and to arrange interviews and appointment of new staff, other than for the position of Town Clerk or Director of Operations
- 3.9 To delegate to the Town Clerk and Director of Operations the evaluation and implementation of salary grades within the salary budget
- 3.10 To deal with any staff complaint concerning the Town Clerk
- 3.11 To deal with any staff matters referred by the Town Clerk
- 3.12 To consider and bring to conclusion any matters emanating from Grievance and Disciplinary procedures contained in the Contract of Service applicable to members of staff employed by the Town Council and be the point of contact for any appeal
- 3.13 To agree the training requirements for staff and councillors within the agreed budget
- 3.14 To agree Service Level Agreements with external agencies
- 3.15 To act as Scrutiny Committee and as a Tender Committee, where no other has been appointed, as and when necessary and to report the outcome of any tendering procedure to the relevant committee within budget
- 3.16 All rent reviews and lease renewals of Town Council property
- 3.17 Seeking of grants for Town Council projects
- 3.18 To ensure that the Council complies with Health and Safety legislation
- 3.19 To ensure that the Council complies with GDPR and Information Management legislation
- 3.20 Oversight of the management and administration of all council operations
- 3.21 To deal with consultations which time prevents being presented to Full Council



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#### 4. Referred Business

The Committee will consider and make recommendations to the Town Council on the following matters:

4.1 All matters of policy (council and public)

4.2 Be responsible and monitor all aspects of corporate governance- according to four fundamental principles of corporate governance:

- Openness
- Integrity
- Inclusivity
- Accountability

4.3 Monitor the Council's Business Plan

4.4 Review the Town Councils Standing Orders and Financial Regulations as and when necessary

4.5 Responsible for the recruitment of senior staff appointments

4.6 Identify and propose actions following review of quarterly financial accounts

4.7 Approve expenditure by other Committees, where above their capped levels

4.8 Any other matters referred to Resources Committee by the Town Council which is not within these Terms of Reference

4.9 The Committee shall appoint Working Groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies

# Charities



## 1. Background

Bradford on Avon Town Council is the corporate trustee of four charities.

Local authorities are empowered by section 139 of the Local Government Act 1972 to receive and hold gifts on charitable trusts. This may include money or assets left by donors, or charitable trusts created by ancient royal charters or acts of parliament.

Local authorities are well suited to being charity trustees; in particular councils are:

- Rooted in the local community
- Open and transparent in their dealings
- Highly accountable for their actions
- Have high standards of public conduct embedded in the way they work.

## 2. Charities Details

Colonel William Llewellyn Palmer Educational Charity - No. 1015681

Bearfield Playing Field – No. 305471

Festival Gardens – No. 305472

Bradford on Avon Playing Field Association – No. 1201609

The Colonel William Llewellyn Palmer Educational Charity (CWLPEC) consists of both funds and assets whilst the Bearfield Playing Field and Festival Gardens are assets with no funding.

The Playing Field Association is a Charitable Incorporated Organisation has been established to enable the applications to third sector funding.

## 3. Meetings

Meeting to be held to report on annual activity and agree a workplan for the following year.

## 4. Business

- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Agree the budget
- Agree policies to support the charity's aims

## 5. Delegated business

The following responsibilities have been delegated to Town Council Officers

The active management and administration of the charity's (CWLPEC – will have its own ToR)

### 1. Membership

- 1.1 All Members of Bradford on Avon Town Council may attend the panel
- 1.2 The two Wiltshire Unitary Councillors for Bradford on Avon may attend the panel – non-voting
- 1.3 The panel will be co-ordinated by the Town Council Staff
- 1.4 No business may be transacted at the meeting unless three Town Councillors are present
- 1.5 The panel will meet at least twice a year.

### 2. Aims

The Charity is for the benefit of children and young person's up to the age of 25 attending, or who have attended, schools in Bradford on Avon, and for the provision of recreational facilities for the same age group in the town.

### 3. Business

The panel has delegated authority to deal with the following matters to conclusion

#### General

- The panel's core role is a focus on strategy, performance and assurance
- The panel takes a collective responsibility for its decisions
- Agrees priorities, processes and a productive culture and has members and staff who are able to govern well and add value to the charity
- The panel shares values, consistent with the charity's purpose, that it wishes to promote and makes sure that these values underpin all its decisions and the charity's activities
- The panel recognises, respects and welcomes diverse, different and, at times, conflicting trustee views
- The panel provides oversight and direction to the charity and support and scrutiny to the organisation
- The panel, through its relationship with the staff, creates the conditions in which the staff are confident and enabled to provide the information, advice and feedback
- Panel members must declare any private interests, both pecuniary and non-pecuniary, that relate to their charity responsibilities, and must take steps to resolve any conflicts arising in a way that protects the charities interests

#### Specific

- To promote the education of children and young person's attending schools maintained by the LEA and grant-maintained schools in Bradford on Avon.
- To promote the education of children and young persons under the age of 25 who have attended such schools or who are resident in Bradford on Avon and who are in need of financial assistance.
- Towards providing facilities in the interest of social welfare for the recreation and other leisure time occupation of children and young persons under the age of 25 resident in Bradford on Avon with the object of improving their conditions of life.
- Agree policies to support the charity's aims
- Grant making to support the local community, within the terms of the charity's aims
- Agree the budget

The panel will fulfil a number of roles in, to include for due diligence purposes

- Governance
- Risk Management
- Financial Management, with emphasis on the assets held in the form of endowment
- Physical management of the assets comprising the Recreation Ground and Allotments

#### 4. Delegated Business

The following responsibilities have been delegated to Town Council Officers

Registration of the charity

Produce annual report

Produce annual accounts (audited)

Produce and send an annual return (or annual update) and other information to the Commission

Keep separate records and accounts for the charity

Make recommendations to the panel for the awarding of grants in line with the charity's aims

The active management and administration of the charity

**Notes/Comments:**



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