

## **COUNCIL AND COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATIONS TO COMMITTEES AND OFFICERS**

**Suggested amendments May 2020 highlighted in yellow.**

### **INTRODUCTION**

Section 101 of the Local Government Act 1972 allows local Councils to appoint one or more Committees or Sub-Committees to discharge any of its functions. It is not necessary for the Council to ratify Committee decisions where a delegation applies.

The membership of Committees is fixed by the Council, and of Sub-Committees and of Working Groups/ Parties by the appointing Committee. In constituting such Sub-Committees and Working Groups/ Parties the Council or Committee as appropriate shall have full regard to the implications on the Member and Officer of **creating Sub-Committees and Working Groups.**

The scheme outlined below may be amended at any time by the Council with or without any recommendation from a Committee, Sub-Committee or other body.

### **DEFINITIONS**

In this scheme, the following words and phrases shall be given the meanings outlined below:

“Council” refers to Abingdon-on-Thames Town Council.

“Council matters” means those items specifically included in the approved Terms of Reference as falling within the specific purview of Council.

“Committee” means one of the following Committees, the terms of reference of which may be found on the pages indicated:

- Amenities and Recreation Committee (page 6).
- Community Services Committee (page 8).
- County Hall Museum and Guildhall Committee (page 10).
- Finance and General Purposes Committee (page 11).
- Green Scrutiny Committee (page 14).
- Guildhall Committee (page 16).
- Planning, Highways and Consultations Committee (page 17).
- Traffic Advisory Committee (page 19, a joint committee with other authorities).

“Corporate policy” refers to any policy matter, which may affect or relate to the work of more than one Committee of the Council.

“Committee overlap” refers to any matter other than one of policy which is related to the work of more than one Committee

“Service Policy” refers to any policy matter which does not affect more than one function of the Council and does not relate to the work of more than one Committee.

## **GENERAL**

**Compliance with the law:** Committees can only act within the law and in accordance with the Council's approved Standing Orders and Financial Regulations.

**Budgets:** Committees can only exercise delegated powers if there is budgetary provision for any proposed expenditure. They can vire monies within their overall budget in accordance with the provisions of the Council's Financial Regulations. They will also be able to utilise those earmarked reserves the control of which is delegated by the Council following a recommendation of the Finance and General Purposes Committee. If no budgetary provision is available, delegated powers may only be exercised subject to obtaining approval for a supplementary estimate, and this must be done through referring the matter firstly to the Finance and General Purposes Committee, which will then make a recommendation to the full Council.

**Committee Conflict:** there may be occasions when there is conflict between Committees regarding which one has powers to deal with a particular matter. In such cases, the matter shall be referred to the Finance and General Purposes Committee, and that Committee shall in turn make a recommendation or refer the matter to the Council. The Council shall then determine the matter.

**Committee Overlap:** Where a Committee is considering a matter involving Committee overlap, it may only resolve such matters subject to the agreement of the other relevant Committee(s). Where any Committee disagrees with another in these circumstances the matter shall be referred to the Finance and General Purposes Committee, and that Committee shall in turn make a recommendation or refer the matter to the Council. The Council shall then determine the matter.

**Council Matters:** where Committees are considering Council matters they shall not have delegated powers to determine such matters but shall report or make recommendations to Council.

**Concurrent powers:** The Council may at any time exercise any of the duties and powers within the scheme which are delegated to the Council's Committees or Sub-Committees. A Committee may at any time exercise any of the duties and powers of its Sub-Committees or Working Groups/ Parties.

**Co-opted members:** Committees may co-opt members who are not members of the Council in accordance with the relevant legislation. Co-option of members to Sub-Committees requires the approval of the parent Committee, which will then make a recommendation to the Council for final approval. In accordance with the legislation, co-opted members have no voting rights and, if a co-opted member is appointed to Chair a meeting, he/she has neither an original nor a casting vote. The position of co-opted members shall be reviewed annually, as is the general membership of all Council Committees and Sub-Committees.

**Committee membership:** The Mayor is ex-officio voting member of all the Council's standing Committees and an ex-officio non-voting member of all sub-committees and

working groups/ parties. The Mayor may not be Chair of any Committee or Sub-Committee. A member may not be Chair of more than one standing Committee. The Chair of the Finance and General Purposes Committee is ex-officio voting member of all the Council's Committees and an ex-officio non-voting member of all sub-committees and working parties.

Whilst the Council is not subject to the provisions of the Local Government and Housing Act 1989, concerning the allocation of places between representatives of political groups, the Council will attempt to retain a balance in terms of the overall allocation of Committee places and the allocation to individual Committees.

Considerations with regard to decision-making: In making any decisions or recommendations each Committee should consider the implications in relation to: Best practice, corporate and service objectives/policies, crime and disorder, the environment, finance and staffing implications. The Council's Mission, Corporate and Service objectives are contained in its approved **Forward Plan**.

## **RESERVATIONS WITH REGARD TO TERMS OF REFERENCE**

The terms of reference of all committees are subject to the following reservations:

- a. That powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
- b. That any proposal which involves any major changes in the existing policies approved by Council, shall be submitted to the Town Council for approval.
- c. Urgent/ emergency matters which would normally be referred to a committee may be dealt with through the convening of a special meeting although if, in the opinion of the Town Clerk, in consultation with the Chair and Vice-Chair of the relevant Committee, this is not practical, they shall be dealt with by the Town Clerk, in consultation with the Chair and Vice-Chair of the Committee and reported to the next appropriate Committee or Full Council meeting, whichever comes first.
- d. Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Abingdon.
- e. All meetings of Committees will normally commence at 7.00 pm.
- f. There will be a 15-minute public session with members of the public being able to speak. This is subject to a separate scheme.

## **DELEGATION OF AUTHORITY TO SUB-COMMITTEES**

Where a function within the terms of reference of a Committee has been further delegated to a sub-committee that sub-committee will report their findings/recommendations back to the appropriate Committee or direct to Council as per their remit, usually through their draft minutes.

## **COUNCIL TERMS OF REFERENCE**

- (a) The Power of raising loans, approving the annual budget, and setting the Precept;
- (b) The power of incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the time being;
- (c) The appointment to or co-option on a Committee or Sub-Committee of a person (on a strictly non-voting basis) who is not a Member of the Council or the Committee;
- (d) Standing Orders and the functions and constitution of Committees and Sub-Committees;
- (e) Dates of meetings of the Council and Committees;
- (f) Appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the Council year;
- (g) Filling of vacancies occurring on any Committee or Sub-Committee of the Council during the Council year;
- (h) The appointment or dismissal of the Clerk to the Council;
- (i) Cessation of any Council service;
- (j) Granting of civic honours such as Honorary Freedom or Twinning Awards and
- (k) Any other matter required by law to be determined by the Council and which cannot be delegated to a Committee, sub-Committee or officer, or which the Council may determine as Council business.

## **COMMITTEE TERMS OF REFERENCE AND DELEGATIONS**

Note on delegated powers – Committees can resolve all matters within their terms of reference except Council and Corporate matters.

## **POWERS AND DUTIES OF COMMITTEES**

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

- (a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
- (b) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;
- (c) In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.
- (d) The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

## **AMENITIES AND RECREATION COMMITTEE**

Seven members.

- (a) Dealing with all Amenities and Recreation Committee matters falling within the purview of Abingdon-on-Thames Town Council, and the management and effective control of all budgets, including those relating to:
- (i) Abingdon Common;
  - (ii) Adverse weather arrangements;
  - (iii) Allotments;
  - (iv) Abingdon in Bloom;
  - (v) Cemeteries - burials and maintenance, Lodges and Chapels;
  - (vi) Christmas lights;
  - (vii) Closed Churchyards;
  - (viii) Fairs;
  - (ix) Fisheries;
  - (x) Recreation areas, play areas, the town's open spaces, amenity land and sports pitches;
  - (xi) Roysse Court garden, noting that the Guildhall Committee should consider any capital project in relation to this area to then make a recommendation to the Amenities and Recreation Committee for onward referral to Finance and General Purposes Committee and the Town Council;
  - (xi) Street furniture in areas which are the responsibility of the Town Council including bus shelters, public seats and town entry signs (but not including notice boards); **query noticeboards**
  - (xii) War memorial;
  - (xiii) Weed control, litter picking and removal of fly-posters on areas which are the responsibility of the Town Council and where there is an agency agreement with another authority to provide such services;
  - (xiv) The Council's Works Depot, transport, plant and equipment.
- (b) To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the budget schedule above and to provide reports on the implementation of service policies.
- (c) To manage and review all arrangements within the town relating to recreation areas and open spaces, including the responsibilities of the various local authorities and arrangements in place for the management and maintenance of open spaces.
- (d) To manage and review the provision of allotments, cemeteries and bus shelters.

- (e) To make recommendations to the Finance and General Purposes Committee regarding staffing requirements relating to the staff primarily engaged undertaking the Committee's work (the Works team).
  
- (f) To consider the Council's environmental initiatives, and in particular to co-ordinate and make recommendations relating to its policies relating to the environment.

Sub-Committees:

The Committee will appoint a Christmas Lights Sub-Committee (3 members) to assist the Committee in the efficient exercise of its powers. The majority of the members of the sub-committee should be appointed from the membership of the Amenities and Recreation Committee.

## **COMMUNITY SERVICES COMMITTEE**

Seven members

- (a) Dealing with all aspects of community engagement and communication, the Council's community events programme and information services generally, including the management and control of all related budgets;
- (b) To consider the provision of community events of the widest possible appeal and accessibility, organised by the Council or in partnership with other organisations, and to establish an annual programme of such events;
- (c) To manage and organise the Council's civic events programme with the proviso that any material changes or new dates being added in will be referred to the Finance and General Purposes Committee and the Town Council for decision, this including any proposals for a Bun-Throwing Ceremony;
- (d) To be lead Committee for all aspects of the Council's Markets service/provision, including use of the Market Place;
- (e) To organise the Council's annual summer events (Fun in the Park and Music in the Park);
- (f) The consideration of financial grants to organisations through the Community Grants scheme;
- (g) To liaise with local voluntary organisations regarding the development of community services;
- (h) To consider initiatives to encourage tourism within the town;
- (i) The organisation of any civic/ Town Council-organised twinning activities;
- (j) Managing the production of Town Council publications including the publication of the Town Crier, the official Town Guide, other promotional material;
- (k) To consider an annual rolling publicity and communications plan every six-months;

- (l) The development, management, and operation of the Council's website/portal, and
  
- (m) To make recommendations to the Finance and General Purposes Committee regarding staffing requirements relating to the staff primarily engaged undertaking the Committee's work.

Sub-Committees:

The Committee will appoint a Summer Events Sub-Committee to assist the Committee the efficient exercise of its powers. The majority of the members of this sub-Committee should be appointed from the membership of the Community Services Committee.

## **COUNTY HALL MUSEUM MANAGEMENT COMMITTEE**

Seven members. The Committee may also co-opt a member of Abingdon Museum Friends.

- (a) Dealing with all aspects relating to the effective management and operation of the County Hall Museum including management and control of all budgets including trading accounts;
- (b) To establish service policies, approve programmes of work, monitor performance and take decisions in respect of the County Hall Museum and to provide reports on the implementation of service policies;
- (c) To maintain the town's archives and treasures at County Hall Museum, in the Guildhall, the Council offices and in storage elsewhere, including the Muniment Room and to ensure their documentation in accordance with approved standards, their security and most effective use. To then refer any recommendations for changes to the Council's current management and operations to the Finance & General Purposes Committee;
- (d) To provide an effective programme of events at the County Hall Museum in conformance with approved trading/letting policies;
- (e) To make recommendations to the Finance and General Purposes Committee regarding staffing requirements relating to the staff primarily engaged undertaking the Committee's work.

## **FINANCE & GENERAL PURPOSES COMMITTEE**

Five members plus the Chairmen of the following Committees:

*Amenities and Recreation Committee;*  
*Community Services Committee;*  
*County Hall Museum Management Committee;*  
*Guildhall Committee;*  
*Planning, Highways and Consultations Committee.*

- (a) The making of recommendations in relation to those matters which are within the Town Council's own Terms of Reference or are Town Council reserved matters especially as detailed in items (c) to (h) below.
- (b) Dealing with all matters relating to the general day-to-day administration of the Council;
- (c) Dealing with matters specifically referred by the Council or any other Committee and with all matters not specifically referred or delegated to any other Standing Committee;
- (d) Dealing with all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff and making appropriate recommendations relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and any approved Local Conditions of Service ;
- (e) Dealing with all aspects of the Council's Corporate Governance including the management and control of the following budgets:
  - (i) Central services – Administration and Roysse Court office;
  - (ii) Civic and Mayoral services;
  - (iii) Corporate management, External and Internal Audit, and Performance Management;
  - (iv) Democratic representation and management;
  - (v) Community Fund and base budget Grants;
  - (vi) Residents' Parking scheme.

- (f) To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the budget schedule above and to provide reports on the implementation of service policies;
- (g) To deal with all matters referred by the Council or any other standing Committee and with all matters not specifically referred or delegated to any other standing Committee;
- (h) To deal with all matters relating to staffing including appointments and terms and conditions of service and HR policies;
- (i) To recommend to Council the annual budget, variations and supplementary estimates relating to budgets of the standing Committees, and any Corporate plans, strategies and policies;
- (j) To act as lead Committee in respect of any partnership initiative of a corporate nature with the District and County Councils;
- (k) To advise the Council on financial matters, particularly the financial implications and funding of any capital or revenue projects;
- (l) To advise the Council in relation to disposal, acquisition or renewal of any property interests;
- (m) To make recommendations to the Town Council in relation to approval or delegation to the control of a Committee, of drawings from the Council's Earmarked reserves.
- (n) To approve applications from other Committees to draw on the Council's Pooled Property Fund.
- (o) To agree a programme of internal audit and to ensure that all areas for improvement identified therein and actioned accordingly by the appropriate programme committee.
- (p) To receive Auditors' reports and to make recommendations regarding any matters arising from such reports.

- (q) To ensure the Council adopts a programme of continuous programme across all aspects of its work in accordance with a robust system of performance management. To monitor the performance management of the Council and the Council's responsibilities for effective performance, including the drafting of the Forward Plan, the operation of service reviews and any necessary recommendations to the Council for implementation.
- (r) To approve payments of accounts in accordance with the Standing Orders, to monitor the level of Council income/expenditure compared with the Council's approved estimates and to control the management of the Council's financial resources including bank accounts and investments.
- (s) To control the collection of income and the write-off of irrecoverable debts as detailed in the Council's financial regulations.
- (t) To ensure that the training needs of members and staff are met, and to ensure that the Council provides a safe working environment with regard to health and safety and other statutory obligations.
- (u) To consider community safety matters, including liaising with other authorities regarding matters including policing, neighbourhood warden schemes and CCTV.
- (v) To scrutinise the objectives and policies of the Council to ensure that, as far as is practicable, services are inclusive of all sections of society, and are free from any discrimination or prejudice.

Sub-Committees:

The Committee will appoint a Personnel Sub-Committee (5 members) to assist the Committee in the efficient exercise of its powers. The majority of the members of the Sub-Committee should be appointed from the membership of the Finance and General Purposes Committee.

## **GREEN SCRUTINY COMMITTEE – TERMS OF REFERENCE**

### **Background**

At its meeting on 20<sup>th</sup> March 2019 the Town Council, in common with many councils both in this country and around the world declared a climate emergency.

This was in response to the Intergovernmental Panel on Climate Change Special Report on Global Warming of 1.5°C, published in October 2018. This report described the enormous harm that a 2°C rise is likely to cause compared to a 1.5°C rise, and told us that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities.

The Town Council believes that:

1. All governments (national, regional and local) have a duty to limit the negative impacts of Climate Change. It is important for the residents of Abingdon and the UK that councils commit to carbon neutrality as quickly as possible;
2. The consequences of global temperature rising above 1.5°C are so severe that preventing this from happening must be humanity's number one priority; and,
3. Bold climate action can also deliver economic savings and market opportunities (as well as improved well-being for people worldwide).

In addition to declaring a "Climate Emergency" the Council has pledged to make the Council as carbon neutral as possible\_by 2030 and to do all it can to support carbon emission reduction across the town. In order to achieve this it:

- Will work with the District Council to determine and implement best practice methods to limit Global Warming to less than 1.5°C.
- Continue to work with partners from local businesses, community groups and residents to deliver this new goal through all relevant strategies and plans;
- Report to Full Council within nine months the actions the Council will take to address this emergency.
- Call on Westminster to provide the powers and resources to make the 2030 target possible;

### **Purpose of the Committee**

1. The Committee is tasked with advising the Council and its committees on how to comply with the Council's motion of 20<sup>th</sup> March 2019 and the target set to make the Council as carbon neutral as possible\_by 2030 and to provide an ongoing scrutiny of all the Council's services in this regard. It does not have delegated powers, the Committee acting in an advisory and scrutiny role.

2. The Committee shall advise the Council, its committees and sub-committees on all matters relating to the climate emergency and the environmental impact of its actions with a view to promoting sustainability, adopting best practice and strengthening the council's environmental performance. This will include but is not limited to the following actions:
  - To undertake a systematic review of all of the Council's services (including its internal operations) and make recommendations to the Council, its committees and sub-committees on ways in which the council can reduce damage to the global and the local environment through its policies and practices in the delivery of its services.
  - To scrutinise the work of the Council on an ongoing basis during each cycle of meetings and to advise the Council, its committees and sub-committees on the implications of its actions in relation to the climate emergency and the environmental impact.
  - To suggest new services and initiatives which the Council, its committees and sub-committees may consider in relation to their impact on the climate emergency and the environment.
  - To make recommendations to the Council, its committees and sub-committees on bids for funding relating to the climate emergency and improving the environmental impact of its actions.
  - To report on the work of the Committee through its draft minutes at each meeting of the Council.
  - To provide an annual report on the Council's progress made to comply with the Council's motion of 20<sup>th</sup> March 2019 and the target set to make the Council as carbon neutral as possible by 2030 at the Council meeting each January.
  - Subject to the powers of the Green Scrutiny Committee, to provide community leadership and raise awareness in relation to the climate emergency and sustainability, working with and engaging with public sector partners, businesses, community groups and residents.
  - To advise on how the Council can contribute to:
    - national legally binding targets on the climate emergency
    - countywide targets on the climate emergency through the Oxfordshire Environment Partnership (OEP)
    - the Oxfordshire Energy Strategy Delivery Plan

## **Membership**

The Membership will be as appointed by the Town Council.

The Mayor and Leader will be ex-officio voting members of the Committee.

A Member who is unable to or does not wish to attend a meeting may nominate a substitute member in accordance with the Council's terms of reference.

The Committee has the power to co-opt non-councillors on an annual basis, subject to those co-opted Members agreeing to abide by and signing the Council's Code of Conduct.

### **Committee procedures**

The Committee's procedures are as set out in the Council's Standing Orders and Council & Committee Terms of Reference.

## **GUILDHALL COMMITTEE**

Seven members

- (a) Dealing with all aspects relating to the effective management and operation of the Guildhall\* including management and control of all budgets including trading accounts;
- (b) To establish service policies, approve programmes of work, monitor performance and take decisions in respect of the Guildhall and to provide reports on the implementation of service policies;
- (c) To manage the development and improvement programme at the Guildhall in accordance with Council policies;
- (d) To provide an effective programme of events at the Guildhall in conformance with approved trading/letting policies;
- (e) To establish service policies, approve programmes of work, monitor performance and take decisions in respect of the Guildhall and to provide reports on the implementation of service policies
- (f) To make recommendations to the Finance and General Purposes Committee regarding staffing requirements relating to the staff primarily engaged undertaking the Committee's work.

\* The Guildhall includes the Abbey Hall and the Old Magistrates' Court.

## **PLANNING, HIGHWAYS AND CONSULTATIONS COMMITTEE**

Five members.

- (a) The making of representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with relevant legislation.
- (b) The making of representations in respect of appeals against the refusal of planning permission.
- (c) The undertake street naming under powers delegated by the District Council, and to make representations regarding house naming and street numbering.
- (d) To consider and monitor strategic, County, District and other developmental plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders which impact upon Abingdon-in-Thames, and the making of all appropriate representations.
- (e) The facilitation of economic development initiatives for the benefit of the Parish and the making of recommendations on all related matters and liaison as appropriate with other agencies.
- (f) The making of representations to the appropriate Planning Authority in respect of other planning matters not otherwise referred to in Terms of Reference (a) - (e) above.
- (g) To consider all matters relating to highways, footpaths and bridleways, and to make representations to other authorities regarding these matters.
- (h) To consider all matters relating to transportation and car parking issues, **including the Abingdon Integrated Transport and Land Use Strategy (AbITS)** (query to delete now or at least reword) traffic regulations orders, and to make representations to other authorities regarding these matters.
- (i) To consider other matters relating to the physical environment of the town, but which are not under the direct control of the Council, including disabled access issues (excluding those relating to Town Council services), and recycling of waste materials.

- (j) To consider and to make recommendations to other authorities regarding applications in respect of applications for liquor, gaming and public entertainments licences.
  
- (k) To consider all other consultations as may in relation to services operated in the town including leisure and recreation, health care/ service provision and policing and, if the Committee considers it to be necessary and taking in to account the timescale of the consultation, to refer such consultations on to other Council committees.

## **TRAFFIC ADVISORY COMMITTEE**

At the Council meeting of 18<sup>th</sup> October 2017 the Council adopted terms of reference for the re-instituted Traffic Advisory Committee. These were further amended by the Council on 25<sup>th</sup> April 2018.

This a joint committee with other authorities and the Town Council appoints five members to this Committee.

### **1 Title**

- 1.1 The Committee shall be known as the “Abingdon-on-Thames Traffic Advisory Committee”, hereinafter called the “Advisory Committee”.

### **2 Administration**

- 2.2 The administration of the Advisory Committee will normally be undertaken by the Town Clerk of Abingdon-on-Thames Town Council.

### **3 Meetings of the Advisory Committee**

- 3.1 Meetings of the Advisory Committee will normally be held three times a year, commencing at 7.00 pm, on dates agreed by the Advisory Committee.
- 3.2 The quorum of the Committee shall be five members including a representative of each of the local authorities at 5.1 a, b and c.
- 3.3 No business other than that set out in the agenda published by the Town Clerk may be considered at a meeting of the Advisory Committee unless details have been notified to the Town Clerk prior to the start of the meeting, and the Chair has agreed to such matter being considered on the grounds of urgency.

### **4 Chair and Vice-Chair**

- 4.1 The Chair and Vice-Chair shall be elected by the Advisory Committee at its annual meeting, being the first meeting of each Council year.
- 4.2 The Chair is to be an elected member of Abingdon-on-Thames Town Council

### **5 Representatives**

- 5.1 The Advisory Committee may include representatives from the following, who shall be regarded as members of the Advisory Committee: -

Representatives from:

a)	Abingdon-on-Thames Town Council	5
b)	Vale of White Horse District Council	3
c)	Oxfordshire County Council	3
d)	Southern Oxfordshire Magistrates Committee	1
e)	Abingdon on Thames Chamber of Commerce	1
f)	Thames Valley Police	1

5.2 Any organisation represented on the Advisory Committee may, at the discretion of the Advisory Committee determined at its Annual Meeting, have more than one representative.

5.3 Where a member is unable to attend a meeting they may nominate a substitute member provided that the nominating member informs the office of the Town Clerk prior to the commencement of the meeting.

**6 Officers**

6.1 Officers representing (a) the County Council (b) the District Council (c) Town Council and (d) Thames Valley Police, shall have a right to attend meetings of the Advisory Committee and speak in an advisory capacity.

**7 Terms of Reference**

7.1 The Advisory Committee does not have executive powers, but may consider any traffic related matter of concern either directly or indirectly to the Town of Abingdon-on-Thames, and may offer advice on such matters to Oxfordshire County Council, Vale of White Horse District Council, Abingdon-on-Thames Town Council, or to any other relevant organisation as may be appropriate.

7.2 The following list is not exhaustive, but represent the type of matters which may be discussed by the Advisory Committee: -

- a) Existing or proposed road systems or traffic management schemes
- b) One-way systems
- c) Traffic calming
- d) Waiting restrictions
- e) Traffic signalling, signing and road markings
- f) Pedestrian crossing and school crossings
- g) Footpaths

- h) Street lighting
- i) On-street and off-street car parking
- j) Road safety engineering
- k) Cycling

## **8 Public Participation**

- 8.1 Meetings of the Advisory Committee shall be open to the public and press. However the public and press may be excluded by resolution of the Advisory Committee on the grounds of the confidential nature of the business to be transacted.
- 8.2 At the discretion of the Chair, Members of the public or representatives of organisations may address the Advisory Committee. The address shall be in the form of a statement lasting not more than three minutes. The person giving the address shall not be permitted to participate in any subsequent debate by the Advisory Committee on the matter in question.

## **9 Amendments to constitution and Terms of Reference**

- 9.1 The Advisory Committee's constitution and terms of reference may be amended by resolution of the Town Council.

## **Scheme of delegation to officers**

### **Proper Officer**

1. The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised under the Council's standing orders to:
  - (1) To receive declarations of acceptance of office.
  - (2) To receive and record notices disclosing personal and prejudicial interests.
  - (3) To receive and retain plans and documents.
  - (4) To sign notices or other documents on behalf of the Council.
  - (5) To receive copies of by-laws made by the district council.
  - (6) To certify copies of by-laws made by the Council.
  - (7) To sign summonses to attend meetings of the Council.
  
2. In addition, the Town Clerk has the delegated authority to undertake the following on behalf of the Council:
  - (1) The administration of services, together with routine inspection and control.
  - (2) The supervision and control of all staff employed by the Council, including recruitment.
  - (3) The authorisation of expenditure within the agreed budget.
  
3. Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and the Council and Committee terms of reference (which includes the scheme of delegation) and with directions given by the Council from time to time.

### **Responsible Financial Officer**

The Treasurer shall be the Responsible Financial Officer to the Council and shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

Updated: 24<sup>th</sup> May 2020.