



Finance Committee Terms of Reference 2024-25

1. Objective

The Finance Committee has been appointed to oversee the financial practices of the council under 'The Accounts and Audit Regulations 2015' the council's own Financial Regulations and best practice.

2. Membership

Membership shall consist of a minimum of five Councillors agreed at the first meeting of the council each year. The Chairman and Vice Chairman of the Parish Council act in an ex-officio capacity.

The Chairman and Vice Chairman of the committee shall be elected, annually, at the first meeting of the committee.

A quorum shall consist of three members.

3. Areas of Responsibility

The Finance Committee has the delegated authority from Wheatley Parish Council:

- To approve expenditure within council's agreed budget and financial regulations
- To regularly review the council's financial transactions, practices, and policies
- To review council's budget on a quarterly basis
- To consider, approve or make recommendations to the parish council for the award of contracts in line with financial regulations
- To consider and make recommendations to the parish council for budget and precept requests in line with financial regulations
- To administer the council's grants scheme
- To appoint an internal checker from within the committee
- Authorised signatories to approve council payments in line with financial regulations

4. Meetings

Unless otherwise agreed meetings shall take place on the third Monday of the month on a bi-monthly rota. A calendar of meeting dates will be confirmed, annually, at the Annual Meeting of the council.

The Clerk/Assistant Clerk, or other nominated member of the committee will record the decisions made at the meeting. Minutes will be circulated as soon as possible and made available to councillors and the public.

5. Authorised Signatories

At least four members of the committee must be authorised signatories. Should councillors leave the committee, new signatories should be sought and approved.

6. Review

These terms of reference are to be reviewed annually



Open Space Committee Terms of Reference

1. Objective

The Open Space Committee has been appointed to support officers in the regular maintenance and improvements to land and equipment owned or managed by the council

2. Membership

Membership shall consist of a minimum of five Councillors agreed at the first meeting of the council each year. The Chairman and Vice Chairman of the Parish Council act in an ex-officio capacity.

The Chairman and Vice Chairman of the committee shall be elected, annually, at the first meeting of the committee.

A quorum shall consist of three members.

3. Areas of Responsibility

The Open Spaces Committee has the delegated authority from Wheatley Parish Council:

- To oversee regular maintenance of land, facilities and equipment owned by Wheatley Parish Council
- To approve expenditure within council's agreed budget and financial regulations
- To consider, approve or make recommendations to the parish council for the award of contracts in line with financial regulations.
- To consider, approve or make recommendations to the parish council for improvement projects for land owned by the council.

4. Meetings

Unless otherwise agreed meetings shall take place on the third Monday of every other month. A calendar of meeting dates will be confirmed, annually, at the Annual Meeting of the council.

Additional meetings or walkabouts may be called by the Clerk, Assistant Clerk or the Chairman of the Open Spaces Committee.

Meetings will normally take place in the Parish Office. If additional space, or site visits are required then alternative locations may be utilised.

The Clerk/Assistant Clerk, or other nominated member of the committee will record the decisions made at the meeting. Minutes will be circulated as soon as possible and made available to councillors and the public.

5. Review

These terms of reference are to be reviewed annually.

5. Meetings

Unless otherwise agreed meetings shall take place on the second Wednesday of each month. A calendar of meeting dates will be confirmed, annually, at the Annual Meeting of the council.

Meetings will normally take place in the Parish Office. If additional space is required, then alternative accommodation will be found.

Councillors should ensure that any comments received, prior to the meeting, from relevant parties, applicants, and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

The Clerk/Assistant Clerk, or other nominated member of the committee will record the decisions made at the meeting. Minutes will be circulated as soon as possible and made available to councillors and the public.

6. Responses

The Clerk/Assistant Clerk will formally respond to the planning application using the appropriate forms and include any comments to support their decisions.

All correspondence should be conducted through the Parish Office.

7. Review

These terms of reference are to be reviewed annually



Planning Committee Terms of Reference 2024-25

1. Objective

Wheatley Parish Council (WPC) is a consultee to South Oxfordshire District Council (SODC - the Local Planning Authority), for all planning applications that relate to the Parish.

The Planning Committee has been delegated to ensure the council undertakes its obligation to consider and to respond to planning applications within the parish, in line with current legislation and national/local policies and objectives.

2. Membership

Membership shall consist of a minimum of five Councillors agreed at the first meeting of the council each year. The Chairman and Vice Chairman of the Parish Council act in an ex-officio capacity.

The Chairman and Vice Chairman of the committee shall be elected, annually, at the first meeting of the committee.

A quorum shall consist of three members.

3. Areas of Responsibility

The Planning Committee has the delegated authority from Wheatley Parish Council:

- To consider all planning and licensing applications relating to properties and developments in Wheatley, sent to the Council by SODC or OCC, by:
 - reviewing documents and plans, making site visits (if appropriate) and considering comments from the public.
 - applying local and national planning criteria, including policies set out in the Wheatley Neighbourhood Plan
 - notifying SODC or OCC on the Council's decision to support or object to the application, together with appropriate comments.
 - representing the council and community at SODC, OCC planning committees or other planning meetings/hearings, as and when required.
- To identify and report potential breaches of planning or licensing regulations.
- To consider consultations and correspondence relating to planning or licensing issues which may have an impact on the parish.
- To implement the actions and strategies of Wheatley Neighbourhood Plan and review the Plan periodically.
- If appropriate, set an annual budget for consideration by the Finance Committee and monitor its financial performance against the budget previously agreed.
- To consider all matters referred to it by the Council, and where appropriate, recommend suitable courses of actions.

4. Planning Applications

Links to planning applications will be included in the summons/agenda for each meeting, , utilising hyperlinks where possible and in line with councillor preferences. Copies of applications can also be accessed through SODC's planning portal www.southoxon.gov.uk/planning or from the parish office.



Staffing Committee Terms of Reference 2024-25

1. Objective

The Staffing Committee has been appointed to oversee and implement the council's obligation as an employer under its Standing Orders, legislation, and best practice.

2. Membership

Membership shall consist of a minimum of three Councillors agreed at the first meeting of the council each year. The Chairman and Vice Chairman of the Parish Council act in an ex-officio capacity.

The Chairman and Vice Chairman of the committee shall be elected, annually, at the first meeting of the committee.

A quorum shall consist of three members.

3. Areas of Responsibility

The Staffing Committee has the delegated authority from Wheatley Parish Council:

- To ensure that the council carries out its obligations as an employer.
- To regularly review the council's employment practices, policies and contracts.
- To consider, approve or make recommendations to the parish council for appointment of employees or contractors.
- To consider and make recommendations to the parish council for staffing and learning/development budgets in line with financial regulations and monitor its financial performance against the budget previously agreed.
- To review Clerk's performance on an annual basis and have an overview of the performance of all other employees.
- To oversee and review the performance on the Newsletter editor.

4. Meetings

Meetings will take place at least three times a year, on dates to be agreed amongst committee members.

Where confidential items are to be discussed, the committee may resolve to exclude the public, in line with the Local Government Act 1972

The Clerk/Assistant Clerk, or other nominated member of the committee will record the decisions made at the meeting. Minutes will be circulated as soon as possible and made available to councillors and the public.

Meetings will normally take place in the Parish Office, unless otherwise communicated.

5. Review

These terms of reference are to be reviewed annually.