

Kidlington Parish Council

Exeter Hall, Oxford Road, Kidlington OX5 1AB

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TERMS OF REFERENCE OF STANDING COMMITTEES

All standing committees are responsible for monitoring expenditure against any budgets allocated to them, subject to the overall financial supervision of the Finance and Assets Committee.

Development and Strategy Committee

This committee is concerned with (a) planning and development matters and (b) the Council's policies and strategic direction.

Terms of reference

1. To agree, monitor and report the Council's values, aims and objectives.
2. To agree, monitor and report the Council's strategic plan and its implementation.
3. To develop and agree policies which facilitate the Council's strategic plan.
4. To receive, consider and agree reports from planning, strategy and policy groups.
5. To keep under review the Kidlington Masterplan and to undertake a Neighbourhood Planning Process where necessary.
6. To consider and monitor development proposals affecting Kidlington and, where appropriate, make representations to the relevant body. This can include discussions with developers on behalf of the Council.
7. To make representations on planning applications and decisions to Cherwell District Council in its capacity as the local planning authority.
8. To work in partnership with other councils, agencies and groups to improve Kidlington's physical environment.
9. To consider and comment on highways matters with a view to improving the local transport and active travel infrastructure.
10. To liaise with statutory services such as the Police, Fire Service, Environment Agency and Thames Water, and voluntary services, in relation to emergencies.
11. To oversee the internal management of the Council's affairs.

Finance and Assets Committee

This committee is concerned with (a) the Council's financial management, (b) its budget and (c) management of assets in the ownership or under the control of the Council.

Terms of reference

1. To monitor and assess the financial risk to the Council, and to keep under review the risk register.
2. To carry out an ongoing review of the budget, and to recommend the annual budget and precept to Full Council
3. To monitor the financial affairs of the Council.
4. To monitor and review the Council's assets.

Adopted by Kidlington Parish Council – 31st October 2024

5. To monitor the management and maintenance of the Council's buildings and open spaces.
6. To receive auditors' reports and make recommendations regarding any matters arising from them.
7. To provide an overview and make recommendations in respect of the general financial administration of the Council.

Community Committee

This committee is concerned with the services and facilities provided by the Council for the local community.

Terms of reference

1. To investigate, devise and implement community-based projects brought forward through our agreed strategy and subsequent action plan.
2. To encourage community involvement through promotion of activities, projects and events.
3. To agree S137 grants for parish-based organisations and projects.
4. To co-ordinate and review the Council's community events programme.

Personnel Committee

This committee has the following responsibilities and is delegated to make decisions on behalf of the Council where necessary.

Terms of reference

1. To hold hearings for grievance, disciplinary and capability matters relating to the Clerk in accordance with the Council's policies.
2. To appraise the Clerk.
3. To undertake staffing reviews if required.
4. To monitor, review and revise staff policies.
5. To review all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff.
6. To appoint the Clerk and Responsible Finance Officer.
7. To receive and consider staff reports from the Clerk.
8. To represent the Council in discussions with the Clerk regarding the creation, refilling, modification and suspension of staff posts.