



Whitchurch Town Council

# Committee Structure

September 2018

**Council**

Adoption of Corporate Strategy; Adoption of Policies; Constitution & Governance Documents; All actions outside policy; Adoption of Town Plan; Place Plan; Local Council Award Scheme; General Power; Precept, Budget & Medium Term Financial Plan; Election of Mayor; Committee Terms of Reference/Delegation; Appointment to outside bodies; Bylaws; Election Issues; Appointment of Town Clerk; Health & Safety General Policy; Payment of Accounts; Governing Body for Museum accreditation; Community Engagement.

## COMMITTEES

### Finance

Financial matters  
Resources  
Audit  
Financial Governance  
Grants scheme  
Procurement  
Asset management

### Parks & Public Realm

Leisure & recreation  
Parks & grounds maintenance  
Play Areas  
Public Realm:  

- Litter
- Street furniture
- Bus shelters

 Street Lighting  
Public toilets  
Public clocks  
Highways & public transport  
CCTV:  

- Parks
- Town centre

 Community safety

### Civic Centre

Civic Centre operations  
Friday market  
Community Hub  

- Tourism promotion

 Marketing  
Communications & Public Relations  
Health & Safety

### Heritage

5 Councillors & 2 appointed volunteers from Whitchurch Museum & Archive group  
  
Heritage Centre & Museum  
Historic records & artefacts  
Cultural Heritage  
Historical Research  
Historical & archaeological projects

### Personnel

Personnel:  
Matters of employment  
Volunteers & Volunteering  
Protection of Vulnerable Adults & Children  
Safeguarding  
DBS checks (if required)  
Staffing structures

### Governance, Policy & Scrutiny Panel

Strategic Advisory Panel:

Committee disbanded, all Governance & Policy issues to full Council

Think Tank to develop policies  
Review Council's policies  
Review & Development of Ethical Framework related to Member Codes & protocols  
Consider matters of Councillors conduct referred by Monitoring Officer  
Data Protection, Freedom of Information and Access to Information  
Review Member training and development  
Review Council's Governance  
Advise Council on Quality & Integrated Management Systems

### Events & Entertainment

5 Councillors + 5 non-Councillors with voting rights

- Entertainment & the arts
- Events both in Town centre, within the Civic Centre, parks and outdoor spaces
- Markets
- Christmas lights
- Encouraging volunteering
- Conflict of Interest &
- Confidentiality
- Quorum & Voting for non-Councillors

### Planning

Virtual Committee - meet as necessary

- All planning applications  
Consultations from partners  
Strategic Planning & Development
- SAMDev
  - Place Plan
  - Community Led Plan