



Approved: 13/05/2024

Minute Ref: 24/18a

LEAD MEMBERS TERMS OF REFERENCE

Note that the Council is not permitted to delegate decision making responsibilities to lead councillors (LGA 1972 S12).

1. GENERAL

- 1.1 Lead Members of the Council will undertake responsibility for particular areas of the Council's business as specified below:
- 1.2 Each Lead Member or their deputy will report on all relevant matters to the Council at its meetings and as may otherwise be required by the Chairman. In addition, each Lead Member or their deputy will also issue a written report to all Councillors for comment and questions by the Wednesday of the week prior to the next Council Meeting. These reports and answers will be put on the Parish Council website on the Friday prior to the meeting.
- 1.3 Each Lead Member will work with the RFO to produce an outline financial forecast by September of each year covering the areas for which he is responsible, to be used in the preparation of the Precept to be levied for the following year.

2. PROPERTIES

- 2.1 The Lead Member for Properties will monitor and make recommendations to Council for the proper development, maintenance and repair of properties owned or leased by the Parish Council. An up to date list of these properties will be kept by the Clerk in the Parish Office.
- 2.2 The Lead Member for Properties will draw up a regular maintenance programme for all council properties which will be recommended to and approved by the Council prior to works taking place.
- 2.3 The Lead Member for Properties will be responsible for recommending to the Council the terms on which the parish council's lands and/or properties should be acquired, let, leased or sold.



- 2.4 The Lead Member for Properties will be responsible for ensuring that all documents relating to Parish Council properties are secured with the Proper Officer or other delegated body.

3. GROUNDS

- 3.1 The lead member for Grounds will be responsible for overseeing matters relating to the day-to-day management, administration, cleanliness, maintenance and development of grounds owned or leased by the council or for which the council has undertaken responsibility.
A list of these grounds will be held in the parish office by the Clerk.
- 3.2 The Lead Member for Grounds will be responsible for overseeing records and management of burials within the Datchet Cemetery as managed by the Clerk.
- 3.3 All records relating to burials including internments, sales, ownership and exact location of plots will be kept in a secure place in the Parish Office in the care of the Proper Officer.
- 3.4 The Lead member for Grounds will, in consultation with the Clerk, draw up a regular inspection and maintenance programme for all areas of Grounds facilities to ensure safety of the public when in public open spaces in the village. These will be presented and approved by Council.
- 3.5 The Lead Member for Grounds will be responsible for keeping under review the Bylaws relating to those grounds for which the Council is responsible, and for ensuring that appropriate notices are displayed accordingly.

5. PLANNING

- 5.1 The Lead Member for Planning will be responsible, in line with Standing Orders for reviewing and making recommendations to the Council on planning applications received.
- 5.2 The Lead Member will keep under review the framework for planning policy within the Parish and also within the wider area, especially including RBWM, and make recommendations to the Council accordingly.



6. HIGHWAYS

- 6.1 The Lead Member for Highways will be responsible in line with Standing Orders for monitoring issues relating to transport, highways, roads, public footpaths, public transport, air traffic and parking within the Parish of Datchet and making recommendations to Council.
- 6.2 The Lead Member for Highways will be the link between the Parish Council and Royal Borough Officers in matters relating to highways and street care in order to represent the interests of parishioners in these matters to the Borough.

7. FLOODING and DRAINAGE

- 7.1 The Lead Member for Flooding will be responsible, in line with Standing Orders, for all overseeing matters relating to flooding and drainage within the Parish of Datchet.
- 7.2 The Lead Member for Flooding will be the link between the Parish Council, the Royal Borough and other outside agencies in matters relating to flooding in order to represent the interests of parishioners in these matters.

8. EVENTS

- 8.1 The Lead Member for Events will be responsible, in line with Standing Orders, for all overseeing matters relating to events within the Parish of Datchet and making recommendations to Council.
- 8.2 The Lead Member for Events will be the link between the Parish Council, the Royal Borough and other outside Agencies in matters relating to events in order to represent the interests of residents in these matters.

9. CEMETERY

- 8.1 The Lead Member for the Cemetery will be responsible, in line with Standing Orders, for all overseeing matters relating to Datchet Cemetery on Ditton Road within the Parish of Datchet and making recommendations to Council.

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- 8.2 The Lead Member for the Cemetery will be the link between the Parish Council, the Royal Borough and other outside Agencies in matters relating to the cemetery in order to represent the interests of residents in these matters.