



CHURCHILL PARISH COUNCIL



TERMS OF REFERENCE FOR FULL COUNCIL, FINANCE & PERSONNEL COMMITTEE, LEISURE COMMITTEE, OPEN SPACES & ALLOTMENTS COMMITTEE AND PLANNING COMMITTEE

Adopted by Churchill Parish Council 14th April 2014 as amended 14th May 2018

Matters reserved to Full Council

The following matters are reserved to Full Council (where appropriate, on the recommendation of a committee):

- The approval of the Council's annual budget and the setting of a precept
- The approval of the Council's Statement on Internal Control
- The approval of the Council's annual accounts
- The consideration of the external auditor's report where the auditor requires it to be considered at a meeting of the Council
- Any decision to borrow money or to apply for permission to borrow
- The passing of a resolution to make the Council eligible to exercise the general power of competence
- The incurring of expenditure, when not included within budgetary provision in excess of £1,000, and on any individual item or contract in excess of £3,000 whether included within budgetary provision or not.
- Any variation or waiver of the Council's Financial Regulations
- The co-option of a member to fill a casual vacancy or the appointment of additional members
- The appointment of the Clerk

Responsibilities common to all committees:

The committees must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights
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TERMS OF REFERENCE FOR FINANCE & PERSONNEL COMMITTEE.

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- In conjunction with the Clerk/RFO to monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible

Responsibilities specific to this committee:

This committee has delegated responsibility for the overall management of the council's finances and any other matter which does not fall within the scope of any other committee and is not reserved to Full Council

- To deal with personnel matters including those allocated to the committee by the Council's Grievance and Disciplinary Procedures
- To appoint staff (other than the Clerk) and determine and review their terms and conditions of employment
- To propose the Council's annual precept and obtain Full Council approval for it.
- To ensure that an adequate and effective system of internal audit of the council's records and control systems is maintained as required by the Accounts and Audit Regulations
- To implement an annual salary review for parish council employees, giving due regard to staff development and NALC guidelines.
- To review regularly in conjunction with the RFO, the council's insurance arrangements ensuring that the property and risks are adequately insured.
- To review the effective operation of the council, its policies and procedures, including maintaining Quality Parish Council status.
- To authorise payments in cases of urgency or where it is inconvenient to await the next meeting of full Council.

TERMS OF REFERENCE FOR THE LEISURE COMMITTEE

Responsibilities specific to this committee:

In accordance with council policy this committee has delegated responsibility for all matters relating to the maintenance/improvement of Parish Council buildings and play equipment on land owned or leased or managed by the Council, including:

- Churchill recreation fields including the Cricket Pavilion
- Play areas.
- Community/Football Club and changing rooms.
- Turnpike field.

TERMS OF REFERENCE FOR THE OPEN SPACES & ALLOTMENT COMMITTEE

Responsibilities specific to this committee:

- In accordance with council policy this committee has delegated responsibility for all matters relating to all matters relating to land for allotments, all trees, hedges, grass maintenance, floral planting and garden areas, signage, benches & bins on land owned or leased or managed by the Council, including:
 - Churchill recreation fields
 - Play areas.
 - Burial Ground including reviewing regulations and burial fees.
 - Turnpike land adjacent to A38
 - Bus Shelters
 - War Memorial
 - Churchill lights area including the Hand.
 - Allotments

As well as any tools and equipment used in the maintenance of all these areas

PLANNING COMMITTEE

TERMS OF REFERENCE

(May 2018)

a) **CONSTITUTION**

- To comprise up to 7 councillors, one of whom must be the Parish Council Chairman.
- Members of this Committee to elect a Chairman either annually at Council AGM or at their first meeting that year. This person should not be the Parish Council Chairman.
- All Councillors to have right to attend & speak at Planning Committee but only Committee members can vote.
- To have powers to co-opt persons as members of the Committee.
- Co-opted members may participate in but not vote on Planning decisions.
- To meet monthly unless agreed by prior arrangement.
- Planning Committee minutes must be circulated to all Council Members before the next meeting of the full Council.
- Planning Committee minutes will be subject to the 6 month rule.

b) **FUNCTIONAL TERMS of REFERENCE**

- Consider & comment on a fully delegated basis on behalf of the Parish Council on all planning applications, (statutory consultations) within the parish.
- Formulate and submit on behalf of the Parish Council responses to consultations relating to any planning / strategic development / strategic transport & Highways matters.
- Liaise & consult as necessary with any officers / elected members of the Local Planning Authority (NSC), other Regulatory bodies, voluntary bodies or local groups.
- Monitor, report to & act on behalf of Parish Council regarding progress & issues relating to new developments.
- A named member of the Committee may propose a motion that a specific matter, due to size, impact or controversial content be passed to the next full Parish Council