

GREAT BARTON PARISH COUNCIL

COMMITTEES TERMS OF REFERENCE

To be reviewed annually at the Council's May meeting. Reviewed May 2021 – next review due May 2022.

L J Harley



COMMITTEES AND THEIR TERMS OF REFERENCE

Parish Council business is conducted at the monthly meetings and through sub-committees and working parties.

The following sub-committees are executive:

Planning

Personnel

Finance

Icepits Wood

Youth

Neighbourhood Plan

The remit of each committee is as follows:

Planning

Power to decide ~ YES

Power to act ~ YES

Power to spend ~ NO

Gt Barton Parish Council is an advisory body to the Planning Department of St Edmundsbury Borough Council and Suffolk County Council for all planning applications that directly relate to the parish area. They consider and respond to all applications for planning and any other planning issues that arise including Tree Protection Orders.

Membership

Membership shall consist of those members of the Parish Council elected to serve on the committee at the Annual Meeting of the Gt Barton Parish Council. All members so elected are voting members of the Planning Committee. Three members of the Planning Committee will constitute a quorum. A Chairman is to be elected annually by the Committee at the Annual Meeting of the Parish Council and shall hold office until the next Annual Meeting of the Parish Council. A Vice-Chairman may also be elected who also shall hold office until the next Annual Meeting.

If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

Areas of Responsibility

- To make representations to the Local Planning Authority on applications for planning permission.
- To make representations in respect of appeals against the refusal of planning permission.
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
- To monitor, review and where necessary make recommendations to the Council for

amendments to the planning consultation procedure.

- To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Parish Council.

All power and duties of the Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts and the Orders and Regulations including Development Control and the Local Plan process, remain with the Parish Council.

Planning Applications

Planning Committee members will receive details of all planning applications as soon as possible after receipt by the Parish Clerk. These can then be viewed on-line. The planning committee members may canvas opinion for and against the application and consult with other relevant bodies to assist with fair determination of applications prior to the meeting.

On site meetings may be arranged by the Chairman of the Committee or the Vice-Chairman if the Chairman is not available. Where an on site meeting is arranged all members of the committee shall be notified but not all have to be in attendance.

Meetings

The Parish Clerk or the Chairman of the Planning Committee will call additional meetings as and when necessary to ensure that all planning applications received can be discussed and replied to within the timescale. The Planning Committee will decide whether they have recommendations either of support or objection or if they have no recommendations to make. If any two councillors consider an application to be of great importance to the village, they may ask the committee for a deferral to pass the decision either to the next Full Council Meeting, or if a time regulated decision is required arrange for an extra-ordinary meeting to decide the response.

The Planning Committee has an obligation to ensure that all comments received, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and circulated to all Councillors. All planning applications, the responses and eventual results shall be noted in the minutes of meetings.

The Planning Sub-Committee meetings are formal and therefore the agenda will be displayed publicly and standing orders will apply.

Responses

The Parish Clerk or Chairman of the Planning Committee will advise the Planning Committee's recommendations to the Planning Authority, or other relevant body and will ensure that these responses arrive within the timescale for each application.

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend the Planning Authority's planning meetings to represent the Committee's views in respect of controversial planning applications.

All correspondence should be conducted through the Parish Clerk wherever possible.

Review

These terms of reference are to be reviewed annually at the Annual Meeting of the Parish Council.

Personnel

Power to decide ~ YES

Power to act ~ YES

Power to spend ~ NO - however this committee has the power to approve pay awards in accordance with a recorded decision of this committee and to make decisions relating to employment matters and other conditions of service.

The Personnel Committee meets when required, to act on behalf of the Council for all staffing or personnel matters including: Clerk's hours, health, stress, training, long-term sickness & early departure (as recommended by quarterly risk assessment). The Personnel Committee meets annually for the Clerk's performance appraisal & review of pay scales.

Appointing staff – To take all action necessary to advertise, select and interview candidates and to make an appointment with budgetary constraints.

Membership of the Personnel Committee will include the Chairman and the Vice Chairman of the Parish Council and 1 other Councillor.

The Personnel Sub-Committee meetings are formal and therefore the agenda will be displayed publicly and standing orders will apply.

To approve contracts of employment and associated documentation.

To monitor and assess employee performance.

To act in relation to disciplinary matters. To consider and determine appeals against dismissal and grievance.

COMMITTEES - TERMS OF REFERENCE

ICEPITS WOOD

Power to decide ~ YES

Power to act ~ YES

Power to spend ~ Up to £200 without reference to Parish Council.

Icepits Wood Committee is appointed by and solely responsible to Gt Barton Parish Council. The committee's duties are defined and agreed by the Main Council, which may vote to modify the Committee's powers. Meetings will be held as needed.

Membership

The Committee shall consist of no less than 3 elected Parish Councillors and at its first meeting will elect a Chairman to preside over future meetings – to be re-elected each year at the Annual Council meeting. A quorum will be a minimum of 3 elected members. Up to 5 members who are not members of the Parish Council may be co-opted to provide expertise and guidance – no voting rights. The Chairman and Vice Chairman of the Council will automatically be members of the committee and have full voting rights.

Records of Proceedings

The committee will meet as required and minutes of the meeting will be taken by the Clerk or any member nominated to do so and circulated to the full Council with recommendations.

Responsibility

The Committee is responsible for maintaining the area known as Icepits Wood as an area of recreation for the people of the Parish.

- (a) To liaise with other government organisations, councils, groups and individuals as necessary for the benefit and welfare of the wood.
- (b) The committee can set up proposals for future works and can provide the Council with a schedule of work required for the following year as requested, by October so that any expenditure can be precepted for.
- (c) To organise working parties of volunteers to carry out work where possible.
- (d) To be responsible for the regular risk assessment of the wood including assessing the state of the footpaths around the wood and reporting their observations to the Council, in particular where there is a need for action.
- (e) Keeping updated on proposals relating to Woodland.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on. (September 2019 – powers to spend £200 and change of number of members who are not parish councillors increased to 5)

FINANCE COMMITTEE

Power to decide ~ NO

Power to act ~ NO

Power to spend ~ NO

The Finance Committee is appointed by and solely responsible to Gt Barton Parish Council. The committee's duties are defined and agreed by the Main Council, which may vote to modify the Committee's powers. Meetings will be held as needed.

Membership

All members of the Committee shall be elected Parish Councillors. The Committee will consist of no fewer than 4 elected Councillors. At its first meeting will elect a Chairman to preside over future meetings and a Vice-Chairman if it wishes – both to be re-elected each year following the Annual Council meeting. A quorum will be a minimum of 3 elected members. The Chairman and Vice Chairman of the Council will automatically be members of the committee and have full voting rights.

Records of Proceedings

The committee will meet as required during the year and minutes of the meeting will be taken by the Clerk or any member nominated to do so and circulated to the full Council with recommendations.

Responsibility

To debate and recommend strategy and action on policy and operational matters concerned with the Council's finances and resources.

The finance committee will have the following specific duties:

- (a) To prepare budgets and recommend precepts to submit to the Main Council for approval in November.
- (b) To prepare a 3 year financial forecast for the Main Council.
- (c) To make provision for future agreed capital projects.
- (d) To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of property and buildings and maintenance of the asset register.
- (e) To review the financial regulations of the Council annually.
- (f) To review Council's fees and charges on a regular basis (at least annually).
- (g) To review all applications for grant aid and submit to main council for approval.
- (h) To review any contracts and tenders to ensure value for money.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

The council also appoints representatives to the following:

- Tree Warden 1 For a period of 1 year
- Village Hall 2 “
- Calthorpe and Edwards educational trust
- Safeguarding Officer

AMENDMENTS

JUNE 2012 – Changes to Personnel Committee wording.