SHARLSTON
Parish Council

Sharlston Parish Council Terms of Reference for Committees 2025

Sharlston Parish Council has the following committees;

- Allotment Committee
- Events Committee
- Finance Committee
- Heritage & Environment Committee
- Highways Committee
- Parish Plan Committee
- Planning Committee

Meetings
The Clerk will convene ordinary meetings of the Parish Council's standard committees and working groups whilst the Chairman will convene extraordinary meetings.

For pay & personnel or grievance & disciplinary committee meetings, the Chairman will convene meetings as and when necessary.

The Parish Council's Code of Conduct must be observed at all times (including Declaration of Interest to be made when appropriate).

Members of the press / public may attend meetings but will not be allowed to participate during the meeting and may be requested to leave the meeting when confidential items are being discussed.

Councillors who are not members of the committee are permitted to attend its meetings (with the same rights as a member of the public)

An annual report on the activity of each committee / group will be submitted to the Clerk for publication in the Annual Report and inclusion on the Parish Plan where appropriate.

Membership & Quorum
The membership of each committee will be agreed at the annual meeting of the Parish Council which takes place in May. Consideration of skills and experience should be taken when agreeing membership of committees.

The membership of each committee (excluding any non-councillor advisory members) shall not exceed **four** councillors. The quorum of each committee shall be set at **three** members. Only councillor members are entitled to vote at committees unless specific delegation is made by the full council (please note that this does not apply to finance or staffing committees).

The constitution of the pay & personnel or grievance & disciplinary committee will be based on availability and impartiality (if necessary) of councillors.

The Chairman and Vice-Chairman of the Council may be appointed as ex-officio members of the committee if so agreed.

Chairman
Each committee will have the power to elect a chairman who will be elected at the first meeting following annual appointment of the committee.

Secretariat
Wherever possible, the Clerk will provide secretariat services to each committee. However, if this is not possible, the committee may appoint (at its first item of business) a clerk for the meeting. In this case, arrangement should be made to forward the minutes of the meeting to the Clerk at the earliest opportunity.

Agenda and Minutes
Each committee will follow the rules for convening its meetings as those applied to meetings of the full council, i.e. public notice, summons/agenda to members and minutes taken and retained.

Ratification of Minutes
Each committee will ratify its own minutes and then send a report of the meeting to full council for information only.

The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.

These Terms of Reference will be reviewed annually by individual committees and groups and referred to the Parish Council for ratification.

Description of each Committee / Powers Delegated

Allotment Committee
The allotments committee will carry out two inspections of the allotments in a 12-month period during the months of May and October. The committee may also meet as required to discuss any matters outside of stated inspections.
The allotments committee has delegated powers to make decisions on the operation and management of the allotments and relationship with individual tenants but excluding final decisions on rents, deposits, major improvements to the site, changes to services affecting all tenants, situations where a dispute between the committee and a tenant has not been resolved by the committee and the Parish Council's Complaints Policy is activated. It may also incur expenditure on behalf of the Parish Council: on items of a routine and repetitive nature where already provided within the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations.

<u>Powers and Responsibilities</u>

- To advise and make recommendations to the Parish Council on any matters

affecting the allotments.

- To recommend to the Parish Council, appropriate budget provisions for the current and coming financial years for items within the committee's remit.
- To consider and make decisions on any matters affecting the allotments with the exception of items clearly excluded above.
- To exercise the powers delegated to the committee on behalf of the Parish Council.
- To work with the allotment tenants to provide a well-managed and cost effective service to allotment users, people on the waiting list and all residents of the Parish.
- To identify cases where tenancy agreements, policies or rules are not being observed and follow procedure on non-compliance.

Events Committee

The Events Committee will meet on an ad-hoc basis to discuss, make proposals and project manage any events that the Parish Council agrees to organise. It may also incur expenditure on behalf of the Parish Council: on items of a routine and repetitive nature where already provided within the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations.

Finance Committee

The finance committee will meet to receive reports from the Responsible Finance Officer (RFO) on finance matters. They will also make recommendations to the Parish Council on all finance matters. Assets shall be depreciated in the accounts in accordance with standard accounting practice. Any member of the Parish Council may require that any matter dealt with, or intended to be dealt with, by the Finance Committee may be referred up to the full Parish Council to be dealt with, without giving any reason.

<u>Powers and Responsibilities</u>

- Monitor and update the Financial Regulations and ensure that they are observed by the Parish Council.
- Monitor the financial administration of the Parish Council.
- Provide advice and guidance to the chairs of other committees of the Parish Council and to the full Parish Council on all aspects of financial management.
- In consultation with the Chair of the Parish Council and the Clerk/RFO, co-ordinate the detailed budget of the Parish Council and recommend to the full Parish Council the annual budget and the annual precept to be levied.
- On a bi-annual basis the Chairman of the Finance Committee with the support of the RFO is to report to the full Parish Council on the progress of actual expenditure compared to the budget.
- To ensure that the RFO prepares the accounts of the Parish Council and arranges their internal and external audits.
- Monitor the administration and review of day-to-day financial matters including internal audit of the Parish Council's income and expenditure.

- Conduct an annual review of the Parish Council's insurance policies and monitor the procedure for risk assessment of all of the Parish Council's activities.
- To receive advice from the RFO on all aspects of finance and financial regulations.
- Periodically review the procedure for making grants.
- Ensure that appropriate records are maintained of all assets and that the assets are adequately controlled maintained and insured.

Heritage & Environment Committee
The Heritage & Environment Committee will meet on an ad-hoc basis to discuss, make proposals and project manage any items related to Parish heritage or environmental concerns that the Parish Council is engaged with. It may also incur expenditure on behalf of the Parish Council: on items of a routine and repetitive nature where already provided within the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations.

Highways Committee
The highways committee will undertake walks of the Parish at least four times a year to report on any issues affecting residents and the community.

Powers and Responsibilities

- Develop a strategic framework, (reviewed at least annually) for desirable improvements to the village's traffic issues, including the needs of pedestrians, drivers and businesses throughout the village.
- Monitor traffic management and speeding issues within the village; and report to the relevant authorities.
- Monitor transport issues including those related to parking, cyclists, bus service and shelter requests; and report to the relevant authorities.
- Co-ordinate with the Highways Department of the Local Authority and make representation to the relevant authority in respect of highways management and maintenance e.g. roads, footpaths, pavements, cycle ways, bridleways, street furniture and lighting, gritting, bollards, and other observations
- Report matters associated with highways projects and consultations, e.g. speed limit issues and new and proposed traffic control schemes to the relevant authorities.
- Formulate bids for schemes; noting these require budget approval by the full Parish Council prior to submission.
- Review traffic-related aspects of possible and planned future developments and advise the planning committee, Parish Council and other relevant authorities.

Parish Plan Committee
The parish plan group will be responsible for drawing up the Parish Plan and any revisions as a result of the ongoing consultation process. The group will regularly report its findings and progress to the Parish Council including the ongoing budgetary implications associated with the project. Any allocation of funds to the project will have to be approved by the Parish Council with advice from the finance committee.

Powers and Responsibilities

- Suggest a timetable for the project and identify costs associated with delivering the project.
- Establish the future housing and business needs of the area, having regard for the wider social, economic and welfare considerations of the area, e.g. health, education.
- Develop policies to inform the future development and use of land in the area.
- Identify and define the development boundaries applicable to the plan, including establishing if further development boundaries are required.
- Ensure the Parish Plan is supported by an effective ongoing programme of communication and consultation with the community, Local Authority, developers, adjoining Parishes and other key third parties e.g. Environment Agency, English Heritage, Natural England.
- Have regard to relevant national policies, be in general conformity with the strategic policies of the district council, EU and Human Rights legislation when developing the Plan.
- Conduct a sustainability assessment to support the Parish Plan if required.
- Support the Parish Council in taking the plan through the examination.
- Support the Parish Council in finding consensus through the referendum process and ultimately securing community endorsement of the Parish Plan.

Planning Committee

The planning committee will meet as required but will conduct business about routine planning matters by email. A record of all planning applications, the responses of the Parish Council and the decisions taken by the planning authority will be recorded in the minutes of the Parish Council. The Clerk is responsible for submitting the responses to the Planning Authority.

The planning committee has delegated powers to consider all planning applications and to respond to them for the Parish Council.

Powers and Responsibilities

- To consider all planning applications.
- To study relevant plans, visit relevant sites and consider any comments from members of the parish before coming to a decision.
- To consider whether to canvass opinion for and against applications to assist with a fair determination of applications.
- To ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Parish Council's standing orders.
- To recommend to the Parish Council how it should respond to each planning application.
- To ensure that any objections or recommendations are based solely on planning criteria.
- To consider environmental aspects when considering planning applications.
- To monitor the general environment of the parish and report to the planning authorities any potential planning breaches.
- To respond on behalf of the Parish Council when a time sensitive response is

Required.

- To respond to all consultations regarding planning issues or issues that will have an impact on planning. The planning committee is authorised to make written representation or to elect a member to attend the hearing.
- When an application is subject to appeal, the planning committee is authorised to make written representation or to elect a member to attend the hearing.
- To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the planning committee is aware of current legislation and regulations.

In addition, one member of the Planning Committee shall be nominated to report back on planning applications at each meeting of the Parish Council, namely to highlight relevant comments or concerns in order to support the full council to make a decision if appropriate.

NB. At times where the Parish Council is experiencing low recruitment and capacity, it retains the right to suspend committee and working group meetings and undertake all Council business in full Council Meetings.

Adopted by Sharlston Parish Council on 21st May 2020 and reviewed on 12th May 2025

Signed: *Cllr P Belbin* *E King*
Chairman Clerk