

Committee Terms of Reference

Power to decide

- All committees shall be standing committees with delegated power.
- Budgetary control and power to spend within agreed budget up to £10,000.
- Delegated power to spend from designated reserves associated with the committee up to £10,000.
- To appoint Working Groups and agree their Terms of Reference (Appendix 1)

Committee membership and quorum

- Membership will be twelve Members of the Parish Council to be appointed by Full Council at the Annual Meeting except for the HR committee which shall have six members.
- The Chair and Vice Chair shall be appointed by the Full Council at its Annual Meeting.
- Vacancies on the committee may be appointed to throughout the year by Full Council.
- The quorum of the meeting shall be four except for the HR committee which has a quorum of three.
- It is expected that Members of the Committee will undertake relevant training within three months of being appointed or as soon as it becomes available. Committee members must keep up to date with relevant legislation, policy, and guidance.
- Non-committee members may attend meetings but not vote.

Meeting frequency

- A meeting schedule for all council meetings shall be agreed by full council and may be amended from time to time. Additional meetings may be called and meetings may be cancelled giving appropriate notice.

Principle meeting officer

- Clerk/RFO

Amenities Committee

Principle objective

- Committee is to consider all matters relating to existing property and services of the Parish Council excluding The Grange and Grange Hall and their management.

Budgetary Matters

The following areas are considered to be part of the Committee's remit:

- Grounds Maintenance
- All council owned or managed open spaces
- Cemetery
- Play Areas
- Public Realm

- Set fees and charges for amenities.

Specific budget codes will be allocated in the budget setting process.

Delegated roles and functions

- Consider matters relating to the Parish Councils property, land and services.
- Responsible for the management and maintenance of play areas, adult gyms, public toilets and skate park.
- Consider matters relating to grounds maintenance.
- Consider all matters concerning the operation and maintenance of the Cemetery and closed churchyard.
- Responsible for the maintenance of car parks.
- Responsible for the maintenance of the Parish Council's footpaths and road surfaces.
- Recommend to the Finance and General Purposes Committee various budget lines associated with property and services as part of the budget setting process.
- Define the policies, standards of service and budgets for services and facilities.
- To be responsible for overseeing the development and improvement of services and facilities.
- Consider capital investment in amenities and related services.
- To appoint Working Groups such as, but not limited to: Grounds Maintenance, Play Equipment, Football Liaison, Leisure, Skate Park. Working Groups to be advisory and may admit non council members unless otherwise restricted.

Finance and General Purposes

Principle objective

- Committee is to consider matters relating to finance, strategy, policy, and management of business budgetary matters.

Budgetary Matters

The Committee has extensive delegated powers in relation to budget monitoring and management.

The following specific budgetary areas are considered as part of the Committee's remit:

- Administration
- Democracy
- Website
- IT provision
- Social media and Publicity
- Grants and Donations
- Health and Safety
- Audit
- Projects
- Rental Property and Leases

Delegated roles and functions

- Responsibility for the monitoring and administration of the Parish Council's agreed budget.
- Receive and consider reports and documents relating to finance, administration, and the general strategy of the Parish Council.
- Responsibility for recommending a budget to Full Council, which should include:
 - a. The budget (income and expenditure)
 - b. Three-year estimate
 - c. Investments
 - d. Reserves
 - e. Rental agreements for domestic properties
- Power to amend fees and charges for Parish Council services.
- Management and negotiation of land transactions on behalf of the Council including the content of leases.
- Policy review and adoption not otherwise reserved to Full Council or other committees.
- Consider and review policies relating to finance, administration, and strategy.
- Consider all matters relating to the audit process and where required to make recommendations to Full Council.
- Ensure that effective risk management and adequate insurance is in place.
- Consider expenditure that is not delegated to another committee of the Council. This would not apply to reserved matters.
- Establish, monitor, and review a long-term strategy for the Parish Council.
- To be responsible for civil emergency planning.
- Consider matters relating to communications including the website and social media.
- To approve any virements outside an approved committee budget.
- Consider and determine applications for grant aid in accordance with Grants Policy up to £5,000.
- To appoint Working Groups such as, but not limited to: Governance and Compliance, Publicity and Publications, IT, Health and Safety, Budget. Working Groups to be advisory and may admit non council members unless otherwise restricted.

Grange and Grange Hall Committee

Principle objective

This Committee is to consider all matters relating to The Grange, Grange Hall as well as council run events.

It will promote the Grange and Grange Hall and maximise business opportunities.

Budgetary Matters

The following areas are considered to be part of the Committee's remit:

- The Grange Hall
- The Grange
- Events run by Council

Delegated roles and functions

- Consider matters relating to the running of the Grange Hall and the Grange.
- Provision and Maintenance of Equipment and other Assets in relation to The Grange and Grange Hall
- Administration, management and maintenance of The Grange and Grange Hall
- All matters involving the running of The Grange and Grange Hall facilities and building management, pricing policies,
- All matters concerning the organisation of council run events,
- PR and Marketing for the Grange and Grange Hall as well as council run events.
- To Consider The Grange and Grange Hall Hire Charges & Concessions • To maintain and review Health & Safety Policy & Procedures within its remit.
- To formulate and update a Marketing/Business Plan for the buildings
- To manage and administer Council premises to include maintenance and use of the facilities both by the Council and others, including the furnishing and equipping of the premises with regard to the Grange
- To consider licensing issues pertaining to the Grange and Grange Hall.
- To appoint Working Groups such as, but not limited to: Events, Pricing, Housekeeping and Maintenance, Christmas. Working Groups to be advisory and may admit non council members unless otherwise restricted.
- To be responsible for the provision of Christmas illuminations.

HR Committee - Re-instated (FC25/056)

Membership

The membership of this committee is limited to six members of the council. Non-members may attend but not vote at meetings. They will need to leave when public and press are being excluded. In line with NALC recommendations, the Chair of the Council will not have membership in any process as there is a requirement to retain impartiality.

Openness and Accountability

Members of the public may attend HR meetings but may be excluded from certain confidential items. It is in the nature of this committee that some of the papers may not be available to the public as they will contain confidential information and personal data protected by law. Agendas will be produced and shared in accordance with Standing Orders. Minutes of the meetings are public. The HR Committee will report and make recommendations to the Finance and General Purposes Committee.

Budgetary Matters

The following areas are considered to be part of the Committee's remit:

- Staffing Costs

Delegated roles and functions

- • Consider matters relating to personnel, Human Resources (including Members) and volunteers.
- • Consider and review all personnel and volunteer policies.
- • Oversee the job recruitment process with the power to appoint personnel
- • Recommend to the Finance and General Purposes Committee a staffing budget as part of the annual budget creation process.
- • Manage any process concerning disciplinary, grievance and performance management
- • Review staffing structure and performance management (including annual appraisals, target setting) and consider matters relating to training (including Member and
- Volunteer training) and staff Continuous Professional Development.
- • Determine matters relating to staff pay, which includes increment increases and appeals.
- • Monitor staff absence and manage any issues arising.
- • Keep under review staff working conditions, including health and safety procedures.
- • Consider grievance or disciplinary matters.
- • Ensure the Council complies with all legislative requirements relating to volunteers and the employment of staff.

Planning and Environment

Principle objective

This committee is to consider all matters relating to planning, development and the environment in the Radcliffe-on-Trent Parish Council area.

This includes all matters relating to planning applications, street naming, tree preservation orders, ad-hoc licencing applications, the Neighbourhood Plan and matters relating to regulations on the highway.

Budgetary matters

- The Committee has delegated budgetary powers in relation to the Neighbourhood Plan should there be a review in the future.
- The Committee will also monitor Community Infrastructure Levy (CIL) funds and make recommendations to Council on how they could be spent.

Delegated roles and functions

- Act as a statutory consultee to the planning authority.
- Consider and comment on all planning matters and planning applications (including those related to listed buildings, advertisements, and trees) relative to Radcliffe-on-Trent submitted by other authorities and to forward observations to the appropriate authorities.
- Respond on behalf of the Council to planning appeals and where required represent the Parish Council.
- Consider matters relating to licensing that are presented to the Parish Council.
- Comment on behalf of the Council on highways proposals.
- Liaise with other agencies on matters concerning highways.
- Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations and S106 agreements.
- Recommend to Council how Section 106 and CIL funds should be allocated.
- Make any determinations that are required under the Neighbourhood Plan.
- Management of future reviews of the Neighbourhood Plan.
- Respond to all consultations on planning, development, highways, and licensing matters. This includes reviewing the Neighbourhood Plans submitted by other authority.
- To consider the environmental impact of any development and parish council activities.
- To appoint Working Groups such as, but not limited to: Railway liaison, Neighbourhood Plan, Environment. Working Groups to be advisory and may admit non council members.

Appendix 1

Working Groups will need to have Terms of Reference which define the scope and purpose of the Group. Working Groups may be task and finish groups which cease to exist once a project or event has been delivered. Below is a sample for an event specific working group for a one-off event.

XXX Working Group **Terms of Reference**

Introduction

A Parish Council may delegate decision making to either a committee, subcommittee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

Working Group membership and quorum

Membership will be a minimum of three Members of the Parish Council and a maximum of five Members of the Parish Council.

The working group shall have express authority to increase its membership to nine but the additional members must be third party community members with an interest in the project or able to act as a subject matter expert.

The quorum of the meeting shall be a minimum of three members present, two of which must be Members of the Parish Council or one third of the membership of the working group.

A chairperson will be appointed by the working group at its first meeting. At subsequent meetings if the Chair is not in attendance an interim chair will be appointed from the members who are present.

Report structure

The Model Working Group shall report to either the XXX relevant Committee or Full Council – whichever is the sooner so decisions can be obtained without significant delay.

Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda and papers.

Meeting frequency

The working group shall meet as often as is deemed necessary. All members of the working group must be invited to all meetings for openness and transparency.

Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

Principle meeting officer

The working group will have no officer support. The group will produce its own agendas and minute notes for each meeting and any reports to go to committee or council.

The Administrator will provide administrative and project support - such as but not limited to marketing of the event - in agreement with their line manager.

Principle objective

A clear principle objective must be defined. See below for an example for an event working group.

Consider if a Model event will be held by the Council at **a given time**, having due regard to other events being held by other authorities and organisations, the venue, financial budgets and constraints, availability of staff resources to organise and deliver the event both on and before the event itself.

Budgetary matters

The working group will prepare a detailed budget proposal for the Model for recommendation to the XXX relevant Committee as necessary. Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda.

The Parish Clerk/RFO and **Other named officer** will have delegated powers to spend within the agreed budget.

Decisions

Decisions of the working group shall be by majority vote of those working group members present and any third parties who have been formally invited to attend the meeting. Uninvited attendees shall not be entitled to vote. The Chair of the meeting shall have a casting vote.

Delegated roles and functions

The working group is to organise **all** aspects of delivery of a Model event and support delivery of the event on the day including risk assessments, highways applications etc as appropriate to the event in question. Relevant information must be obtained from Rushcliffe Borough Council.