

WESTERLEIGH PARISH COUNCIL



COMMITTEE TERMS OF REFERENCE

APPROVED/RATIFIED
FULL COUNCIL – 14th June 2021

The Terms of Reference should be
read in conjunction with Standing
Orders and Financial Regulations

DUTIES AND POWERS OF COUNCIL AND COMMITTEES

Council

1. The following matters shall be reserved for decision by the Council itself
 - (a) Precepting a rate
 - (b) Borrowing Money
 - (c) Making, amending or revoking Standing Orders, Financial Regulations or Duties and Powers and proper Office provisions
 - (d) Making, amending or revoking Bye Laws
 - (e) Making of Orders under any statutory powers
 - (f) Important matters of principle or policy which have been referred directly by committees or officers
 - (g) Prosecution or defence in a court of law

Finance & General Purposes Committee (5¹ Members)

2. The Finance & General Purposes Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed below, which is not exhaustive.
 - The democratic process, including elections and council policies
 - Preparation of annual budget and setting of fees
 - Receive financial reports
 - The appointment of Members to Outside Bodies, including school governors
 - To respond to consultation documents and projects generated by other organisations (unless the nature of the consultation falls within the operational remit of the Environment & Leisure Committee or Planning Committee)

¹ The Chairman of the Council shall be ex officio (but not chairman of the committee unless elected by the committee itself) of the Finance & General Purposes Committee, four other councillors shall make up the committee strength of five.

- Crime Prevention and Community Safety
- Grants - to make payments of grants in accordance with Council policy, applicable statutory instruments and within the budget allocation
- Civic and community events
- Communication & web site
- Legal services
- Complaints relating to service provision

The Finance and General Purposes Committee can appoint Sub-Committees or delegate any of its powers to a sub-committee. The Finance and General Purposes Committee is empowered to incur expenditure without reference to council where it has an allocated budget provision.

In relation to Personnel matters, the Committee will appoint a Staffing Committee of three members to oversee staffing matters. The three members of the staffing committee are not restricted to the Finance & General Purposes Committee members.

Environment and Leisure Committee (5² Members)

3. The Environment and Leisure Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which is not exhaustive. The Environment and Leisure Committee can appoint Sub-Committees. The Environment and Leisure Committee can delegate any of its powers to a sub-committee. The Environment and Leisure Committee is empowered to incur expenditure where it has an allocated budget provision

- Grounds Maintenance
- Community Benefit
- Dog/litter bin provision and service
- Play areas and equipment
- Allotments
- Bus Shelters and Street Furniture
- Environmental improvements
- Bitterwell Lake
- The Pound
- Monuments
- Floral Displays

² The Chairman of the Council shall be ex officio (but not chairman of the committee unless elected by the committee itself) of the Environment & Leisure Committee, four other councillors shall make up the committee strength of five.

Planning Committee

(9³ Members)

Note – Most Planning matters are dealt with by Full Council - See Standing Orders 15 (b)

4. The Planning Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed below, which is not exhaustive.

The Planning Committee shall only convene prior to Full Council at the Clerks discretion should there be significant matters of planning and highways items be considered. Should a matter of greater significance require a decision before a scheduled Full Council meeting the Clerk should ask the chairman of the Planning Committee or in their absence the chairman of the council, to convene an extra ordinary meeting within an appropriate timescale.

The Planning Committee can appoint Sub-Committees. The Planning Committee can delegate any of its powers to a sub-committee. The Planning Committee is empowered to incur expenditure where it has an allocated budget provision

- Consultation on individual planning applications
- Planning Consultation (Structure Plan, Local Plan etc.)
- Highway and traffic matters
- Matters which generally affect the built or rural environment of the parishes

Due to time or deadline constraints, or availability of Councillors/Officers, Planning Applications may appear on the Agenda of a meeting of the Full Parish Council or any Committee meeting other than a Planning Committee meeting. In this case the Chairman of the meeting concerned will chair the Planning Application discussion. Any Councillors NOT on a particular committee are entitled to attend the Committee Meeting to participate in the Planning Application matters.

Staffing Committee

(3 Members)

5. The Staffing Committee shall be empowered to exercise and perform on behalf of the Council all powers and duties of the Council in relation to the matters listed below. The Finance & General Purposes Committee may delegate to the Staffing Committee any of its powers.

³ The chairman of the committee should be elected by the committee at its first meeting following the annual meeting of the council, if no one is elected then the Chairman of the Council will assume the role.

All matters relating to discipline (including dismissal), grievances and recruitment in accordance with the Council's personnel policies and practices.

Proper Officer

6. Where a Statute, Regulation or Order confers functions or duties on the Proper Officer of the Council in the following cases it shall be the Parish Clerk or in his/her absence, an officer who is responsible for deputising for the post of Parish Clerk.
 - (a) To receive declarations of acceptance of office
 - (b) to receive and record notices disclosing pecuniary interests
 - (c) to receive and retain plans and documents
 - (d) to sign Notices of other documents on behalf of the Council
 - (e) to receive Bye Laws made by a District Council
 - (f) to receive copies of Bye Laws made by the Council
 - (g) to sign summonses to attend meetings of the Council and Committees
 - (h) In any other case the Proper Officer shall be the person nominated by the Council and in default of nomination, the Parish Clerk to receive and retain plans and documents

Delegation to Officers

7. The Parish Clerk shall be empowered to exercise and perform on behalf of and in the name of, and without further reference to the appropriate Committee of the Council all powers and duties of the Council in relation to the following as described.
 - (a) The day to day administration of services and routine inspection and control
 - (b) To exercise such powers and duties as laid down in the Financial Regulations