



TERMS OF REFERENCE

FOR

BILLINGSHURST PARISH

COUNCIL

COMMITTEES

MAY 2012

FINANCE & GENERAL PURPOSES COMMITTEE

Main Function:

The undertaking of all Parish financial matters and other miscellaneous matters. The efficient and effective administration of the Parish Council's affairs with specific attention to resource allocation and financial well-being.

Terms of References:

- (a) To prepare a budget for each year and to monitor the Parish Council's expenditure.
- (b) Dealing with matters specifically referred by the Parish Council or any other Committee and with matters not specifically referred or delegated to any other Committee.
- (c) Dealing with the Terms and Conditions of Service and Superannuation of the Parish Council's Officers and Staff and making appropriate recommendations relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils and the National Association of Local Councils.
- (d) The making of appropriate recommendations in respect of community and other grants.
- (e) Giving consideration to, agreeing and making appropriate recommendations in respect of the Parish Council's revenue estimates, including reimbursable expenditure.
- (f) To ensure the Council is meeting its obligations to Her Majesty's Customs and Excise.
- (g) To ensure that the Parish Council has appropriate insurance policies and reviews annually the Council's Risk Assessment.
- (h) To review annually the Council's Fixed Asset Register and ensure that property valuations and insurance cover are adequate.
- (i) To maintain bi-annual Internal Audits of the Council using a suitable independent Internal Auditor.
- (j) To review the year-end accounts and annual return for the External Auditor and recommend to the full Council for approval.
- (k) To consider Road Safety Issues.
- (l) The maximum membership of this Committee is 10.

Policy:

The Committee will:-

- (i) Look to provide the Parish Council's services at the minimum cost, commensurate with full and effective fulfillment of the Council's operational role and policy aims.
- (ii) Seek to ensure the most profitable and efficient investment management policies.
- (iii) Adopt positive staffing policies and ensure compliance with national conditions of service, welfare and health and safety at work legislation, and any other legal requirements.
- (iv) Recognise the need for good business management in operating its services, and will, as appropriate, undertake performance and systems reviews to ensure an economic, effective and efficient Parish Council. Where beneficial, consider opportunities for the introduction of new technology within the Council's office systems.
- (v) Recognise the need for, and benefits of, Member and staff training. Initiate and react to positive and appropriate opportunities within the context of overall budget resources.

PROPERTY COMMITTEE

Main Functions:

The management of all Parish Council property including playing fields and open spaces, together with provision and maintenance of playground equipment. The upkeep and repair of Parish churchyard and clock and provision and maintenance of Parish street lighting.

Terms of Reference:

- (a) Dealing with the maintenance of the Adversane Hall, Public Conveniences, Jubilee Fields Sports Pavilion, Council owned open spaces and play equipment within the Committee's approved budget and the making of recommendations annually to the Finance and General Purposes Committee to rents and charges.
- (b) Dealing with the provision of:-
 - (i) Bus shelters
 - (ii) Public Clock
 - (iii) War Memorial
 - (iv) Public Notice Boards
 - (v) Public Seats
- (c) Dealing with the maintenance of the Churchyard.
- (d) Dealing with Parish footway lighting and all up-grading schemes.
- (e) Public Footpath matters.
- (f) Review the schedule of inspection of Council property and open spaces including five yearly electrical safety inspections.
- (g) Review the Risk Assessments for individual property, open spaces and working practices in relation to property matters.
- (h) The maximum membership of this Committee is 10.

Strategy:

The efficient and effective administration and maintenance of all Parish property.

Policy:

- (i) Seek to maintain and enhance the appearance of all its land holdings recognizing the significance and importance of such standards.
- (ii) Ensure that a basic provision of public seats and bus shelters is provided to the benefit of the local community and that such provision is most effectively located and maintained to an acceptable standard.

PLANNING AND ENVIRONMENT COMMITTEE

Main Functions:

The consideration of local planning applications and other planning issues relating to the Parish.

Terms of Reference:

- (a) The making of representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local Government Act, 1972, Section 20, Schedule 16.
- (b) The making of representations in respect of appeals against the refusal of planning permission.
- (c) To make recommendations regarding street naming.
- (d) To consider and monitor the Parish development plans (South East Plan and Local Development Framework).
- (e) To seek to ensure that the general environment within the Parish is monitored, so far as is possible and to report to the appropriate authority any potential hazards, breaches, etc.
- (f) To bear in mind environmental aspects when considering planning applications.
- (g) To seek to ensure that appropriate landscaping is incorporated sympathetically in planning applications, when appropriate, to enhance the environment.
- (i) To consider and respond to various environmental statutory documents.
- (j) The maximum membership of this Committee is 10.

Strategy

To seek to ensure high standards to planning for all new developmental activity within the Parish boundary with specific attention to all appropriate local and statutory plan policies and to seek to ensure that any development is commensurate with the character of the Parish.

Policy:

- (i) To ensure positive and constructive input to Horsham District Council in respect of all planning applications submitted.
- (ii) To monitor the Conservation Areas and ensure that the style of development and general decoration, including signage, shop fronts and street furniture, is in keeping with those Listed Buildings situated therein, in accordance with any Council Conservation Area documents.
- (iii) To monitor and review the success of the Parish Design Statement in influencing local planning authority decisions.
- (iii) To seek to ensure, within overall resources, maximum publicity and awareness of planning applications by means of public notices.
- (iv) To incorporate, where possible, Agenda 21 policies when considering planning applications.
- (v) To positively contribute to discussions, evaluations and consultations in respect of major or contentious new development activity, including the establishment of formal meetings with professional planning staff, to exchange views and consider details proposals whenever necessary.
- (vi) Work to retain public open space, including playing fields whenever possible.

STATION ROAD GARDENS COMMITTEE

Main Function:

- The oversight and administration of the area known as Station Road Gardens (site of old Cricket and Football Pitches in Station Road).
- To support and work with the Friends of Station Road Gardens ensuring the space supports and enhances the community and provides a facility for all residents to use and enjoy.
- To deliver for the community, as proposed in the public consultation, a public open space that supports all elements of the community and enhances the local area.

Terms of Reference:

- (a) To support the Property Committee in forming an annual budget each year for the maintenance and upkeep of the area
- (b) Dealing with matters specifically referred to the Committee by the Parish Council or any other Committee that have an impact either financially or physically on the Station Road Gardens area.
- (c) The design and maintenance of the Station Road Gardens within its approved budget for design and maintenance.
- (d) The making of appropriate applications in respect of community and other grants.
- (e) To work with the Friends of Station Road as agreed in the Memorandum Of Understanding between the Council and the friends.
- (f) To ensure that the Parish Council has appropriate insurance policies and risk assessments in place as required.
- (g) The maximum membership of this Committee is 10.

Policy:

The Committee will:-

- (i) Look to provide the best value options and facility for the community to enjoy and the Council to support.
- (ii) Be cognisant in all dealings with residents and the Friends to ensure the financial and other liabilities of the Council are managed and minimised.
- (iii) Work with the Friends to ensure that the users of the facility and local residents are listened to and the appropriate responses are completed.
- (iv) Look to incorporate members of the Friends in its structure, but they may only vote on non financial and non legal matters.
- (v) At a point agreed between this Committee and the Property Committee the function will revert to the Property Committee.

Working Practices Committee

Main Function:

The undertaking of all employment related matters and Council policy and procedure documents.

Terms of Reference:

To make recommendations to the Council on all employment related matters including contracts, salary reviews and superannuation.

To review Council policy documents in accordance with statutory advice: Standing Orders, Financial Regulations, Code of Conduct, Scheme of Members Allowances, Discipline and Grievance Procedure.

To ensure there are policies to maintain good working relationship with Councillors, staff and the general public including Dignity At Work, Councillor/Staff Protocol and Code of Practice for Handling Complaints.

To ensure the Council's Health and Safety Policy is reviewed and updated in accordance with latest legislation.

The maximum membership of this Committee is 10.

Billingshurst Centre Advisory Committee

Membership: Centre Manager
Five members of the Parish Council
Five representatives from Centre Users

Quorum: One Third – 4

Meeting Frequency: Immediately before Council as Charity Trustee meetings.

Main Function:

To provide an opportunity for users of the Centre to raise issues of concern relating to the Centre including:

- Charges for lettings.
- Conditions of the premises and grounds including repairs, maintenance and re-decoration.
- Health and safety matters including fire drills.
- Future improvements.
- The Local Users / Commercial Hirers balance.
- Management Accounts
- Annual Budget
- Grant applications
- Entertainments program
- End of Year Accounts