



## **TERMS OF REFERENCE** **FOR COMMITTEES**

**MAY 2017**

### **PREAMBLE**

All Full Committees have delegated authority on all matters within their remit, except

- a) For those items where the law prescribes that such decisions are taken by Full Council (in which case a Committee may make recommendations to Council as appropriate.)
- b) Where a Committee consider that the matter should be resolved by all Councillors.

### **FINANCE & GENERAL PURPOSES COMMITTEE**

#### **Main Function:**

The undertaking of all financial matters and other miscellaneous matters. The efficient and effective administration of the 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 Council or any other Committee and with matters not specifically referred or delegated to any other Committee.
- (c) To consider all grant applications.
- (d) Giving consideration to, agreeing and making appropriate recommendations in respect of the Council's revenue estimates, including reimbursable expenditure.

- (e) To ensure the Council is meeting its obligations to HMRC.
- (f) To ensure that the Council has appropriate insurance policies and reviews annually the Council's Risk Assessment.
- (g) To review annually the Council's Fixed Asset Register and ensure that property valuations and insurance cover are adequate.
- (h) To maintain bi-annual Internal Audits of the Council using a suitable independent Internal Auditor.
- (i) To review the year-end accounts and annual return for the External Auditor and recommend to the full Council for approval.
- (j) To consider all highway (excl. footpath/ROW) matters and public transport issues.
- (k) The maximum membership of this Committee is 10.

**Policy:**

The Committee will:-

- (i) Look to provide the 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) 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 Council. Where beneficial, consider opportunities for the introduction of new technology within the Council's office systems.
- (iv) 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 Council property including playing fields and open spaces, together with provision and maintenance of playground equipment. The upkeep and repair of Churchyard 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. War Memorial
  - iii. Public Notice Boards
  - iv. Public Seats
  - v. Christmas Lights
- (c) Dealing with the maintenance of the Churchyard.
- (d) Dealing with Parish footway lighting and all up-grading schemes.
- (e) Review the schedule of inspection of Council property and open spaces including five yearly electrical safety inspections.
- (f) Review the Risk Assessments for individual property, open spaces and working practices in relation to property matters.
- (g) 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 planning applications and other planning issues relating to the Parish.

**Terms of Reference:**

- (a) To consider all planning applications for the Parish. (Larger and/or controversial applications to be considered by Full Council.)

- (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 Parish development plans (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.
- (h) To consider and respond to various environmental statutory documents.
- (i) Public Footpath matters.
- (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 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 give due consideration, where possible, to 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.

## **WORKING PRACTICES COMMITTEE**

### **Main Function:**

The consideration 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.

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.

The maximum membership of this Committee is 10.

## **FLOODING COMMITTEE**

### **Main Function:**

To co-ordinate the investigation of the incidences and cause of flooding in the parish.

### **Terms of Reference:**

- i. To gather and document evidence of flooding.
- ii. To work with stakeholders in a joined up approach to investigate parish flooding issues.

iii. To submit applications to Operation Watershed for funding for works to alleviate flooding.

### **Billingshurst Parish Council as Trustee**

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#### **Accounts**

- To review the twice yearly internal audit report.
- To set the budget annually.
- To review the year-end accounts and Trustees report.
- To review the submission of the annual return to the Charity Commission.

#### **Health and Safety**

- To review the Centre's insurance.

#### **Marketing**

- To approve the Business Plan and market the Centre and its facilities.

#### **Hiring**

- To approve the annual review of the schedule of hire charges.
- To approve the review terms and conditions of hire.

#### **Licensing**

- To approve the licensing policy.

### **Billingshurst Centre Committee**

**Committee Size:** Maximum 10 Councillors

**Meeting Schedule:** Monthly before Finance and General Purposes Committee

#### **Terms of Reference**

#### **Management**

- To consider queries relating to the day to day operation of the Centre raised by the Clerk.

#### **Accounting**

- To approve monthly accounts for payment.
- To review the monthly bank reconciliation, profit and loss account and balance sheet.
- To review the quarterly VAT return.
- To make a recommendation to the Council as Trustee:
  - To review the twice yearly internal audit report.
  - To set the budget annually.
  - To review the year-end accounts and Trustees report.
  - To review the submission of the annual return to the Charity Commission.

### **Health and Safety**

- Annual risk assessment for the Centre.
- Annual Health and Safety check.
- Fire risk assessment and compliance.
- To make a recommendation to the Council as Trustee on insurance.
- Food Hygiene.

### **Maintenance**

- To review the Fixed Asset Register for the Centre.
- To create and operate a program of maintenance.
- To consider maintenance issues as they arise.

### **IT/Audio**

- To review and update IT facilities at the Centre.
- To review and update stage facilities at the Centre.

### **Marketing**

- To create a Business Plan for the approval of the Council as Trustee and market the Centre and its facilities.
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### **Hiring**

- To formulate and review annually the schedule of hire charges and make a recommendation to the Council as Trustee for approval.
- To produce and review hiring agreements.
- To produce and review terms and conditions of hire and make a recommendation to Council as Trustee for approval.
- To review debtor list.
- To consider hirers' complaints, that cannot be dealt with by the Manager or Clerk.

### **Licensing**

- To ensure the Centre meets the Licensing Act requirements.
- To formulate policy for licensing and make a recommendation to the Council as Trustee for approval.

## **NEIGHBOURHOOD PLAN STEERING COMMITTEE**

### **Main Function:**

Consultation with the community and stakeholders for the creation of a Neighbourhood Plan for Billingshurst.

### **Membership:**

6 Councillors so voting quorum is 3, plus 6 non-Councillor members and District and County Councillors as non-voting members.

### **Terms of Reference:**

- To define a timetable for the preparation of the Neighbourhood Plan.
- To produce a statement of community and stakeholder engagement.

- To implement the statement of community and stakeholder engagement at the earliest opportunity and throughout the process.
- To apply for grant funding for the Neighbourhood Plan process.
- To prepare a brief to seek quotations for specialist help in the creation of the Neighbourhood Plan.
- To prepare a brief detailing quotations obtained for specialist help to prepare the Neighbourhood Plan and recommendation of selection of specialist for approval and appointment by the Council.
- To work with the specialists and the community to develop a vision for the parish for approval by the Parish Council.
- To appoint focus groups to develop further the different aspects of the vision for the parish.
- To build an evidence base to support the Neighbourhood Plan.
- To develop policy, guidance and proposals for the Neighbourhood Plan.
- To call for site allocations.
- To present the pre-submission consultation Neighbourhood Plan to the Council for approval.
- To present the submission Neighbourhood Plan and consultation statement to the Council for approval.
- To consider any modifications recommended by the Independent Examiner and make a recommendation to the Council.

### **Secretariat**

Billingshurst Parish Council to provide full secretariat support to the Committee in accordance with Standing Orders. The Neighbourhood Plan agendas, minutes, consultations and updates can be added to the Council's website.

### **Financial**

Billingshurst Parish Council to retain full responsibility for the administration of the finances of the Neighbourhood Plan in accordance with Financial Regulations.

### **Focus Groups**

- The Neighbourhood Plan Steering Committee may appoint Focus Groups to investigate specific Neighbourhood Plan issues.
- These Focus Groups may be comprised of all non-Councillor members.
- Their role will be to investigate and make a report to the Steering Committee.
- Members will have no voting rights, as they are an advisory group only.

Approved 3 May 2017