

Renhold Parish Council

STANDING ORDERS

Appendix A: TERMS OF REFERENCE OF COUNCIL COMMITTEES

The Chairman and Vice Chairman of the Council are ex-officio members of all committees and working groups and have voting rights.

FINANCE COMMITTEE

Delegated Powers

- a) To regulate, manage and control the finance and resources of the Council, including the recommendation to the Council of the annual budget and precept.
- b) To authorise payment of invoices within budget.
- c) To consider and, where appropriate, authorise any requests for supplementary expenditure from spending Committees.
- d) To provide regular monitoring reports to the Council and relevant Committees on levels of income and expenditure in accordance with authorised budgets. The Committee has ultimate responsibility to ensure financial balance and probity of the Council.
- e) To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information.
- f) To consider to take appropriate action on all reports arising both from internal and external auditors.
- g) To take steps to identify and update key risks facing the Council, and to decide upon appropriate measures to avoid, reduce or control those risks or their consequences.
- h) To determine the level of staffing resources to the Council together with matters relating to the terms and conditions of employment ,and level of salaries.
- i) To ensure the Council complies with all legislative requirements relating to the employment of staff.
- j) The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

Membership

The Committee shall consist of 4 Councillors, appointed at the Annual Parish Council Meeting. Co-opted Councillors may join during year if authorised by the Council.

Meetings

- a) Meetings will be held at a frequency to ensure the effective management of the Council's finances.
- b) Meetings will be held in public, unless the Committee determines, as per Standing Orders, that the public should be excluded.

PLANNING COMMITTEE

Delegated Powers

- a) To consider and respond to all matters referred to the Council under the provisions of the Town and Country Planning Acts, the Planning and Compulsory Purchase Act 2004 and related legislation, including regional and local planning policy, planning applications, historic buildings and conservation areas and tree preservation orders, and to advise the Council as appropriate.
- b) To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission.
- c) The Committee is authorised to establish sub-committees and working groups, and to appoint advisors as and when necessary to assist in its work.

Membership

- a) All Councillors shall be members of the Committee.
- b) Non-Councillors may be invited to join the Committee. These persons do not have a right to vote or to move or second a motion.

Meetings

- a) Meetings will be held when matters are referred to the Council that, due to deadlines for response, cannot be considered at the next scheduled Council meeting.
- b) Where possible meetings will be held in public

HIGHWAYS COMMITTEE

Delegated Powers

- a) To consider and respond to all matters relating to highways referred to the Council, including the Local Transport Plan, highway schemes, enforcement of traffic regulation orders and consultation documents, and to advise the Council as necessary.
- b) The Committee is authorised to establish sub-committees and working groups, and to appoint advisors as and when necessary to assist in its work.

Membership

- a) The Committee shall consist of a minimum of 4 Councillors, appointed by the Parish Council. Co-opted Councillors may join during year if authorised by the Council.
- b) Non-Councillors may be invited to join the Committee. Those persons do not have a right to vote or to move or second a motion.

Meetings

- a) Meetings will be held at a frequency to ensure the effective response to highways matters.
- b) Meetings will be held in public.

WORKING GROUPS

Working groups may be established, at the Annual Parish Council Meeting or as circumstances dictate, to provide advice to the Council in respect of specific topics.

Membership will be determined having regard to the matter to be considered, and may include non-Councillors, who do not have a right to vote or to move or second a motion.

Meetings will be held as circumstances demand, and may be held in public having regard to the topic under discussion.

Reviewed October 2015