

Teversham Parish Council

Terms of Reference

MATTERS RESERVED FOR DECISION BY THE COUNCIL:

The under mentioned matters shall be reserved for decision by the Council itself:

- (a) All matters for which the approval of the Council itself is required by statute;
- (b) The appointment of Standing or Special Committees and of other ad hoc bodies, excluding Sub-Committees, which shall be a matter for decision by the Standing Committees themselves;
- (c) The promotion of or opposition to legislation including byelaws;
- (d) The making, alteration or revocation of Standing Orders and the waiver or modification thereof;
- (e) The giving of evidence before Commissions, Inquiries and similar bodies and the formal expression of views on the reports of such bodies;
- (f) The appointment or dismissal of the Clerk to the Council;
- (g) All major policy matters.
- (h) Execution and sealing of legal deeds.

POWERS DELEGATED TO ALL STANDING COMMITTEES:

All Standing Committees may take decisions in the Council's name, provided that:

- (a) Such decisions are within the Council's powers and are not matters specifically reserved for the Council itself;
- (b) Such decisions are within their terms of reference, do not fall within the terms of reference of any other Council body, are in accordance with Standing Orders and do not conflict with the overall policy direction of the Council;
- (c) Expenditure incurred is provided for in the approved estimates or is wholly reimbursable;
- (d) There is no conflict with a decision of another Council body. In cases where there is conflict the matter shall be referred for consideration by the Council for determination.
- (e) Given that no other provision is made within Standing Orders, all Standing Committees shall elect, annually, a Chairman and where required a Vice-Chairman.
- (f) Members will be elected by the Council at the annual meeting, except for vacancies, which may be filled at an ordinary parish council meeting.

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POLICY AND STAFFING REVIEW COMMITTEE

Membership:

The Policy Review Committee will comprise of a maximum of 5 members plus the Chairman and Vice Chairman ex officio.

Quorum – 3

Terms of Reference:

- (a) To consider, review and recommend new and existing policies for adoption by the Parish Council as required.
- (b) To seek the expertise of other Councillors not on the Committee when appropriate.
- (c) To deal with all matters relating to recruitment of staff.
- (d) To oversee the appraisal process.
- (e) To review staff job descriptions and contracts as required.
- (f) To deal with other staffing issues as they arise.
- (g) To deal with any other urgent matters which are not specifically reserved to the Council for decision and are not included in the terms of reference of any other Committee.

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COMMUNITY CARE COMMITTEE

Membership:

The Community Care Committee will comprise of a maximum of 5 members plus the Chairman and Vice Chairman ex-officio plus the Service Manager (or a representative) of the provider.

Quorum – 3

Terms of Reference:

- (a) To oversee the provision of the warden scheme in Teversham, working with the provider and warden and to make recommendation of grant to the Parish Council.
- (b) To manage the budget for and award 'lifelines' to residents of the parish who meet the criteria.
- (c) To prepare estimates of expenditure by the end of October for consideration by the **Finance Committee** when preparing the following years budget.
- (d) To receive both financial and management reports from provider.
- (e) To deal with any other urgent matters which are not specifically reserved to the Council for decision and are not included in the terms of reference of any other Committee.

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RECREATION AND ENVIRONMENT COMMITTEE

Membership:

The Recreation and Environment Committee will comprise of a maximum of 5 members plus the Chairman and Vice Chairman ex officio.

Quorum – 3

Terms of Reference:

- (a) To deal with all matters relating to the provision and promotion of recreation and leisure in the Parish of Teversham.
- (b) To oversee the management of all recreation, open spaces and street furniture under the control of the Council.
- (c) To spend funds within pre-budgeted figures for Recreation Committee including the budget headings Pavilion, Recreation Ground/Car Park, Land Maintenance, Bus Shelters, Lady Jermy Way, Borley Way and Teversham Foxgloves, Sheppard Way and Ferndale, subject to the correct financial procedures being followed as laid down in Standing orders and Financial Regulations of Teversham Parish Council.
- (d) Control of bookings and review and set rates for the hire of High Street Recreation Ground.
- (e) To review and maintain all street furniture including bus shelters.
- (f) To prepare estimates of expenditure by the end of October for consideration by the **Finance Committee** when preparing the following years budget.
- (g) To seek expertise or co-opt onto the Committee other Councillors not on the Committee or non-members of the Council. Co-opted non-members shall not have the right to vote.
- (h) To deal with any other urgent matters which are not specifically reserved to the Council for decision and are not included in the terms of reference of any other Committee.

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PLANNING COMMITTEE:

Membership:

The Planning Committee will comprise of all members of the Council.

Quorum – 3

Terms of Reference:

- (a) To review all planning applications received by the council, and where appropriate arrange a site visit to enable the committee to make a recommendation to the Council. See Standing Order 4. **(Standing Order 4) Teversham Parish Council Planning Applications - see below**
- i. Clerk, at the Planning Committee Chairman's request (or person appointed by the Chairman) arranges Planning Committee meeting with at least 3 clear days notice to enable it to be publicised. Clerk or Chairman (or person appointed) reports recommendations of Committee to Parish Council meeting.
 - ii. If general, all comments on applications to be approved by the full Parish Council, except where the District Council requires comments before the next Parish Council meeting. In such cases comments made must have the backing of a majority of Planning Committee members. This exception does not however apply when an application involves:
 - a. the development of more than one dwelling
 - b. an extension or development where the Planning Committee is aware of widespread objections
 - c. applications which alter local planning policiesIn such cases, the full Parish Council must agree comments.
 - iii. the Clerk or in their absence the person appointed have responsibility for the return of planning comments.
 - iv. all comments on applications should appear in the minutes.
- (b) To deal with any other urgent matters which are not specifically reserved to the Council for decision and are not included in the terms of reference of any other Committee.

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CONSULTATION COMMITTEE

Membership:

The Consultation Committee will comprise of a maximum of 5 members plus the Chairman and Vice Chairman ex officio.

Quorum – 3**Terms of Reference:**

- (a) To consider and respond to Consultation Documents received by the Council, where the Clerk deems appropriate.
- (b) To seek the expertise of other councillors not on the committee when appropriate.

COMPLAINTS COMMITTEE

Membership:

The Complaints Committee will comprise of 3 members appointed by the Council.

Quorum – 3**Terms of Reference:**

- (a) To process all formal written complaints referred to it by the Council, in accordance with the Council's current Complaints procedure.
- (b) To report back to Council all decisions made and any recommendations arising.

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FINANCE AND AUDIT COMMITTEE

Membership

The Finance and Audit Committee will comprise of a maximum of 5 members plus the Chairman, Vice Chairman.

Quorum - 3

Terms of Reference

- (a) Take delegated responsibility on behalf of the parish council for ensuring that there is a framework for accountability; for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management; and for ensuring the parish council is complying with all aspects of the law, relevant regulations and good practice.
- (b) To obtain appropriate external legal and other professional advice in order to fulfil its responsibility to the parish council.
- (c) To investigate on the behalf of the parish council anything that threatens or adversely affects the accomplishment of the parish council's aims and objectives, its assets, the reliability of all records and information, and its compliance with all relevant laws, regulations, policies and its governing instruments.
- (d) To review probity and the effectiveness of the Council's internal controls.
- (e) To recommend to the parish council a framework of effective audit coverage, having reviewed the internal external audit processes.
- (f) To review and monitor the Council's internal audit programme.
- (g) To ensure that regular audits are carried out in the following areas: risk, financial (including statutory annual audits, VAT, PAYE, pension arrangements), investments and insurance, and to contribute to these reviews as appropriate.
- (h) To monitor internal and external audit reviews and to advise the Parish Council accordingly.
- (i) To review the performance of the Parish Council's independent internal auditor and advise the Council on any changes that ought to be made to their terms of engagement
- (j) To investigate on behalf of the Parish Council any financial or administrative matter which may put the Parish Council at risk.
- (k) To consider the appropriateness of officers action following internal audit reviews and to advise officers on any additional or alternative steps to be taken
- (l) To review Financial Regulations and make recommendations to council.
- (m) To review insurance annually.
- (n) To agree financial transaction in accordance with Financial Regulations.
- (o) To monitor expenditure against budget.
- (p) To review budgets and the precept in December and make recommendations for following financial year.
- (q) To review pay annually for recommendation to full council.

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