

TERMS OF REFERENCE FOR COMMITTEES

The following committees are **Advisory Committees**:

The role of Advisory Committees is to progress the Council's day to day service delivery and to develop strategy. Advisory Committees are not empowered to make decisions on behalf of the Council according to current Standing Orders.

Advisory committees are appointed to simply advise the Council on matters relating to performance of its statutory functions, powers and related responsibilities and does not make decisions on these matters. Its role is to research or investigate, consider and report to the full Council on matters. The job of an advisory committee is to make recommendations to its appointing body.

Advisory Committees or their individual members cannot under any circumstances undertake activities involving other agencies, bodies or individuals which commit the Parish Council to any financial, legal or promotional / advisory functions without reference to the Full Parish Council and its approval. All communications with external agencies, bodies or individuals should notified to the Clerk to maintain audit trails of any developments.

Each committee must have an agenda which should be sent to the Clerk no later than 5 working days prior to the meeting date. The Clerk will then make the agenda and invitation to attend available to the public 3 working days before the meeting date.

Minutes should be taken at the meeting and forwarded to the Clerk which will be added to the Parish Council website for members of the public to view and forwarded to all councillors for their information.

Chair and Vice Chair shall be ex-officio members of the committees.
All members shall comply with the Code of Conduct and Council's Standing Orders.

Flooding & Emergency Planning Committee

- The Committee will comprise of at least 4 Members.
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following role and functions:
 - Provide shelter and assistance to people who are affected by the emergency.
 - Liaise with the emergency services as part of the emergency plan.
 - Keep under review the safety of the community within the parish during an emergency and make recommendations to the Parish Council on any matter arising from this.
 - Liaise with local planning and highways if necessary during, or as a follow up, to an emergency affecting the parish.
 - Liaise if necessary with the district council, county council, NHS bodies, environment agency and other public bodies during and following the emergency.
 - Review process of assistance given during the emergency and explore any factors which might be modified in the future including possible prevention of emergencies.

Complaints Committee

- The Committee will comprise 4 Members.
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following role and functions:
 - To review any complaint and ensure it is addressed as the Complaint Procedure specifies.

Village Design Statement Committee

- The Committee will comprise 6 Members.
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following role and functions:
 - To prepare and adopt a VDS

Website Committee

- The Committee will comprise 4 Members.
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following role and functions:
 - Review and agree website content
 - Consider legal requirements of local authority websites

Finance and General Purposes Committee

- The Committee will comprise 9 Members
- The quorum of the Committee shall be 4 members
- The Committee shall undertake the following roles and functions:
 - Review and discuss quotations for tenders
 - Review budget and precept request

Staffing Committee

- The Committee will comprise 4 Members
- The quorum of the Committee shall be 3 members
- The Committee shall undertake the following roles and functions:
 - To deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
 - To deal with any staff grievance in accordance with the Council's Grievance Procedure.
 - Report to the full Council that it has met.
 - A report shall be made to full Council at the final determination of the proceedings.

Climate Change & Environment Committee

- The Committee will comprise 4 Members
- The quorum of the Committee shall be 3 members
- A working party can be created of up to 4 non-voting members of the public with relative expertise to advise the committee. This advisory working party can include experts from inside and outside of the parish.
- The Committee shall undertake the following roles and functions:
 - To research ways in which the Parish Council can promote practices within the organisation to reduce impact on climate change and the environment.
 - To propose ways in which the Parish Council can assist and encourage residents to change how they live and work to reduce impact on climate change and the environment.

Pocket Park Committee

- The Committee will comprise 5 Members
- The quorum of the Committee shall be 3 members
- The Committee shall undertake the following roles and functions:
 - To monitor the Pocket Park for safety and highlight maintenance requirements to the Parish Council.
 - To work with local conservation advisors to ensure wildlife and habitat is protected.

- To arrange volunteer working parties to carry out maintenance and improvements.
- Monitor and approve use of the park by organised groups.

Swingfield Committee

- The Committee will comprise 4 Members
- The quorum of the Committee shall be 3 members
- The Committee shall undertake the following roles and functions:
 - To monitor the Swingfield Play Park for safety and highlight maintenance requirements to the Parish Council.
 - To research and suggest new play equipment or areas of improvement and bring to full council for consideration.
 - To arrange volunteer working parties to carry out maintenance and improvements.
 - Monitor and approve use of the park by organised groups.
 - Monitor new or ongoing issues / concerns regarding the use of the park by the general public.

Village Enhancement Committee

- The Committee will comprise 3 Members.
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following role and functions:
 - To review village requirements for enhancements by monitoring areas within the village that may require improvement of either the replacement, maintenance requirements or the introduction of new ideas / facilities / equipment and bring their recommendations to full council.

Flytipping & Litter Committee

- The Committee will comprise 3 Members.
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following role and functions:
 - To monitor flytipping & Litter within the village and report any concerns or issues in the first instance to WNC.
 - Keep a log of incidents.
 - To review public access to bins, ensuring their locations and quantity are adequate and fit for purpose.
 - Arranging and participating in village litter picks annually as a minimum.

Roads, Pavements and Traffic Management Committee

- The Committee will comprise 4 Members
- The quorum of the Committee shall be 3 members
- The Committee shall undertake the following roles and functions:
 - To monitor traffic management and speeding issues within the village; and report to the relevant authorities.
 - Report matters associated with Highways for example, potholes or surfacing issues to the relevant authorities.
 - Review traffic-related aspects of possible and planned future developments and advise the Parish Council and other relevant authorities.