

FOXTON PARISH COUNCIL

TERMS OF REFERENCE OF STANDING ORDERS OF COMMITTEES AND WORKING PARTIES

PLANNING COMMITTEE

1. Meetings

All meetings of the Committee will be open to the public. Notification of each meeting will be posted on the Parish Council notice board and website at least 3 full days before the date of the meeting.

2. Chairman

The Committee at its first meeting of the year will appoint a Chairman.

3. Planning and Listed Building Applications

The Committee will be responsible for considering and commenting on all planning and listed building applications submitted to the Parish Council. The Committee will be responsible for submitting, via the Clerk, any comments and/or recommendations to South Cambridgeshire District Council (SCDC) within the specified consultation period.

4. Other Planning Issues

The Committee will consider and comment on any other planning issues submitted to the Parish Council. The Committee will be responsible for submitting, via the Clerk, any comments and/or recommendations to SCDC within the specified consultation period.

5. Parish Council Meetings

At each Parish Council meeting the Chairman, or, in his/her absence, a member of the Committee will inform the Parish Council of any comments and/or recommendations on planning issues that have been submitted on behalf of the Parish Council. In addition, the Chairman will present to the Parish Council any planning issues for consideration by the Parish Council.

RECREATION AND AMENITIES WORKING PARTY

1. Chairman

The Working Party (R&A) at its first meeting of the year will appoint a Chairman.

2. Recreation Ground

R&A will ensure the recreation ground and surrounding area are maintained in a safe and acceptable manner. R&A will ensure an Annual Independent Risk Assessment is carried out of Recreation Ground facilities (mainly Play Area and Skatepark) using ROSPA guidelines and risk weightings. R&A is responsible for regular monitoring of facilities.

3. Paths and Verges

R&A will seek to ensure directly or through the appropriate authorities, that the footpaths and verges and other common services are maintained in a safe and acceptable manner.

4. Trees

R&A will be responsible for managing the trees that are owned by the Parish Council.

5. Village Warden

The Village Warden reports to the Chairman of R&A for all routine maintenance and improvement matters. The Chairman of R&A, as an exception to Parish Council Financial Regulations 4.1, may authorise expenditure up to £[100] for materials or work to be carried out by the Village Warden. Any such expenditure must be reported at the next Parish Council Meeting.

6. Facilities & Amenities

R&A will encourage use of the recreational facilities and amenities in the village and consider any proposals for enhancement of these facilities.

7. Parish Council Meetings

At each Parish Council meeting the Chairman, or, in his/her absence, a member of the R&A, will inform the Parish Council of work performed since the last meeting and seek approval for work required. All expenditure must be approved by the Parish Council.

FINANCE WORKING PARTY

1. Chairman

The Responsible Financial Officer (RFO) will be Chairman.

2. Annual Precept

The Working Party will set a budget as follows:

Expenditure:

- i) Expenditure for budget year.
- ii) Contingency items.
- iii) Reserves for future expenditure.
- iv) Reserves for deficits in earlier years not otherwise provided.

Income:

- i) Income other than precept.
- ii) Use of financial reserves.

The difference between expenditure and income is the budget requirement for the year.

The Budget will be presented for approval at a full meeting of the Parish Council prior to the latest submission date set by South Cambridgeshire District Council and by no later than the end of December. The precept request must be approved by a majority of Parish Council Members.

3. Expenditure

The Working Party will:

- i) Review expenditure and other financial commitments during the year, including the Clerk's Salary, Insurances and grants to third parties.
- ii) Seek approval for the payment of any precepted or non-precepted item, provided it falls within the powers and constitution of the Parish Council.
- iii) Seek approval for the use of the financial reserves for any additional extra-statutory expenditure for the benefit of parishioners.

4. Paid Employees

The Working Party will be responsible for advertising, interviewing and recommending candidates for any office receiving remuneration.

5. Banking

The Working Party will monitor the banking and investment arrangements for Parish Council funds.

6. Village Hall

The Working Party will liaise with the officers of the Village Hall Management Committee in respect of financial matters relating to the running of Foxton Village Hall.

7. Parish Council Meetings

At each Parish Council meeting the RFO, or, in his/ her absence, a member of the Working Party will report on the following:

- i) The current balance on all bank and building society accounts held in the name of Foxton Parish Council.
- ii) All due payments giving details of:
 - a) Payee
 - b) Amount payable
 - c) Nature of paymentPayment of cheques and online payments must be approved by a simple majority.
- iii) Income received.

The Parish Council's financial regulations govern the conduct of financial management by the Parish Council and the Finance Working Party.