

TIBBERTON PARISH COUNCIL

TERMS OF REFERENCE FOR

COMMITTEES, WORKING PARTIES & SUB-GROUP

+ COUNCIL REPRESENTATION ON OTHER BODIES

Agreed at council meeting held 20th June 2023

COMMITTEE TERMS OF REFERENCE

Strategy & Finance to include HR	Communications and PR
<p>Terms of reference: To consist of four council members; to review council objectives, committee remit and any budget requirements at first meeting before ratification by full council, to include delegation to decide on the council's behalf:</p> <p>i.i. The lease agreement with TCLT for the new village hall.</p> <p>i.ii the appointment of the new clerk (staff) and Lengthsman (contractor).</p> <p>i.iii Review of the current year's budget and develop the budget for next three years.</p> <p>i.iv Review of the scheme of delegation to the clerk and committees.</p> <p>i.v Review the internal audit report for 2022/23 financial year and financial processes.</p> <p>i.vi Review the council's policies.</p> <p>i.vii Review the assets of the council and village.</p>	<p>Terms of reference: To consist of four council members plus (number to be confirmed) non-council members who will be subject to the council's Code of Conduct and interests register, and unable to vote; to review objectives, committee remit and any budget requirements at first meeting before ratification by full council, to include delegation to decide on the council's behalf:</p> <p>ii.i the development of a Communications Strategy for the PC and, working with the Clerk to the Council, to oversee responsibility for the content and upkeep of the website and other communication channels designed to develop, maintain and support good working relationships with all organisations and groups working for the benefit of the village.</p>
<p>Committee members</p> <ul style="list-style-type: none"> • Robbie Hazlehurst • Trevor Knight • Liz Morton • Helen Savage 	<p>Committee members</p> <ul style="list-style-type: none"> • Sarah Harfield • Trevor Knight • Margaret Rowley • June Woodland
<p>Additional non-councillor members Not allowed: Local Government Act 1972, s102 (3).</p>	<p>Additional non-councillor members To be agreed.</p>
<p>Chairman: Cllr Robbie Hazlehurst</p>	<p>Chairman: Cllr Sarah Harfield</p>
<p>Number, time and place of meetings: To be agreed; possibly every other month.</p>	
<p>Notice requirements: S. Order 3c ie 3 clear days' notice unless convened at shorter notice.</p>	
<p>Quorum: No fewer than three members must be present at any meeting.</p>	
<p>Reporting back arrangements: Draft minutes to next meeting of full council with verbal report.</p>	
<p>Will members of the public be allowed to speak: Yes, during open forum.</p>	

Working parties / sub-groups may meet at anytime, anywhere. Notice of the meetings does not have to be published and the meetings will not be clerked or minuted.

Reporting back procedures are for the Chairman of the working party or sub-group to either provide a written report, or provide a verbal report, or both to the next meeting of the full parish council. No working party or sub-group has a budget or makes decisions that would impact on the council's finances. All meetings' members must abide by the council's Code of Conduct.

<u>Neighbourhood Plan Working Party (initial phase)</u>	Members:
<p>Terms of reference: To consist of a minimum of three council members plus (number to be confirmed) non-council members to work towards the completion of a Neighbourhood Plan for the parish. To initially consider whether to enter into partnership working with neighbouring parishes in order to identify the Designated Neighbourhood Area. This working party will evolve into a separate body responsible for the Neighbourhood Plan answerable to the parish council and subject to local council procedures to include clear decision-making procedures and transparency.</p>	<ul style="list-style-type: none"> • Sarah Harfield • Robbie Hazlehurst • Margaret Rowley <p>+ other interested residents to be appointed in due course.</p>
<u>Strategic Planning Working Party</u>	
<p>Terms of reference: To consist of a minimum of three council members plus (number to be confirmed) non-council members who will be subject to the council's Code of Conduct and interests register. The working party is to review key planning applications in respect of the village and to prepare comments and objections as necessary. No voting rights to any working party member as no decisions are to be made. Separate delegation is to be given to the Clerk to respond, if necessary, to planning consultations following working party recommendations.</p>	<ul style="list-style-type: none"> • Liz Morton • Helen Savage • June Woodland <p>+ other interested residents to be appointed in due course.</p>
<u>Events Sub-Group</u>	
<p>Two council members to work in partnership with the Tibberton Events Group and report back as and when appropriate. No decision-making authority or voting requirements.</p>	<ul style="list-style-type: none"> • Sarah Harfield • Liz Morton

Representation on other bodies.

i. Neighbourhood Watch	Cllr June Woodland
ii. Speed watch	Cllr Margaret Rowley
iii. Community Land Trust	awaiting review.
iv. N Village Hall Management Committee	Cllr Sarah Harfield
v. Tibberton Parish Hall	Cllr Trevor Knight
vi. Parish Footpath Officer	Rob Grimer to continue in role.
vii. County Association of Local Councils	Cllrs Margaret Rowley & Robbie Hazlehurst