

CONSTITUTION AND TERMS OF REFERENCE AND DELEGATION TO  
STANDING COMMITTEE AND SUB-COMMITTEE

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**CONSTITUTION:** 4 Members including the Chairman and 2 Councillors and  
Chairman of Environment and Amenities and the Clerk.

**TERMS OF REFERENCE:**

1. To advise the Council on the proper administration of its financial affairs.
2. To advise the Council on matter pertaining to-
  - (a) Investments;
  - (b) Banking arrangements;
  - (c) Insurance's; and
  - (d) The purchase, hire or supply of goods and services;
3. To formulate the Council's budget and to recommend the parish precept.
4. To consider the financial implications of the recommendations of other committees and sub-committees and to report therein to the council.
5. To arrange for a statement of receipts and payments and current balances on the various funds of the Council to be submitted to each meeting of the Council.
6. To consider and advise the Council on subscriptions and contributions to other bodies.
7. To advise the Council on Standing Orders.
8. To advise the Council on matters pertaining to the employment of the Clerk or any other person.

**DELEGATION TO THE COMMITTEE**

1. To give effect to decisions, awards and recommendations of the National Association of Local Councils in respect of the employment of the Clerk.
2. To deal with any matter which may arise needing an urgent decision between meetings of the Council, unless the Chairman of the Council directs that a special meeting of the Council.

**DELEGATION TO THE CLERK:**

1. The payment of all accounts, providing they are in order, as they become due. Cheques or other Orders shall bear the signature of two Members of the Council and the Clerk. Electronic approval by two councillors.

**PLANNING COMMITTEE**

**CONSTITUTION:** 5 Members including the Chairman and Vice-Chairman of the Council ex-officio.

**TERMS OF REFERENCE:**

1. To advise the Council on all planning matters.
2. To receive and consider planning applications made to the SDNPA and District Councils and to make observations to the authority concerned.
3. To report to each meeting of the Council the applications considered and the observations made.
4. To consider which applications (if any) should be referred to a meeting of the Council for consideration because of their significance or potential public concern, subject to the Chairman of the Council having an overriding right to declare that any applications should be considered by the Council.

Refer to Item 39.

## **ENVIRONMENTAL & AMENITIES COMMITTEE**

**CONSTITUTION:** 5 Members including the Chairman and Vice-Chairman of the Council ex-officio

**Note:** The Recreation Ground is a registered Village Green up to the line of the tennis court fencing. The area around the village hall and the tennis courts has had its Village Green status removed. The parish council are the Sole Trustee for the Recreation Ground. It is a Registered Charity number 1073462.

### **TERMS OF REFERENCE:**

1. To advise the Council on the provision, maintenance, improvement and management of:
  - (a) Recreation grounds and equipment provided therein;
  - (b) Public open spaces; and
2. To advise the Council on the making of bylaws and regulations relative to these functions.
3. To advise the Council on the making of grants to other persons and bodies in respect of the provision of such facilities.
4. To carry out monthly inspections of recreation ground play equipment and buildings i.e. bus shelters x 2, the seats and the tennis pavilion, storage shed adjacent to the village hall and the notice board in the car park and to report on the safety thereof to the Council.
5. To advise the Council on matters pertaining to highways, public footpaths and bridleways and commons.
6. To advise the Council on the provision and maintenance of bus shelters, public seats, public notice boards and litter bins.
7. To advise the Council on matters pertaining to the provision of bus services.

### **DELEGATION TO THE COMMITTEE:**

1. To arrange the grass-cutting and general maintenance of the Recreation Ground including the area around the village hall car park.
2. To review the Recreation Ground on an annual basis in September to assess budget allocation for the precept for the following year.
3. To take any necessary urgent action to render safe any equipment or building for which the Council is responsible.