

MILLAND PARISH COUNCIL
CONSTITUTION AND TERMS OF REFERENCE AND DELEGATION TO

STANDING COMMITTEES AND SUB-COMMITTEES

FINANCE AND GENERAL PURPOSES COMMITTEE

CONSTITUTION: 4 Members, including the Chairman, Vice Chair, and 3 further Councillors 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 proposals to the Council.
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 donations 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.
2. A Statement of payments and receipts will be provided to Council meeting.
3. Payments for Online banking shall be approved by the full council and a second signatory will be required for all payments.

PLANNING COMMITTEE

CONSTITUTION: 4 Members including the 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 South Downs National Park Authority and District Council 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 full Council for consideration because of their significance or potential public concern. The Chairman of the Council to have the power to bring any planning application to full Council for consideration.

ENVIRONMENTAL & AMENITIES COMMITTEE

CONSTITUTION: 4 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 Public Rights of Way
 - c. Public events and activities provided, managed or under control of the Parish Council,
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 at Cartersland crossroads, the seats south side of village hall, 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 the bus shelter, public seats, public notice boards and litter bins.
7. To advise the Council on matters pertaining to the provision of bus services.
8. To establish sub-committees as required to manage public events and activities provided by the Parish Council. Sub-committees in existence as at 01/05/2024 are: Bonfire Sub-Committee

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 in Spring and September to assess work to be programmed and 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. To nominate at least one member of the Committee to sit ex officio on each sub-committee established in accordance with Para 8 above. The nominated member to represent the interests of the Parish Council.

BONFIRE SUB-COMMITTEE

CONSTITUTION: At least one member of the Environment and Amenities Committee; other members to be agreed by the Environmental & Amenities Committee

TERMS OF REFERENCE:

1. To take responsibility on behalf of the Parish Council for the planning and execution of the annual Milland Bonfire Night, to include:
 - a. Liaison with appropriate authorities and emergency services, including provision of First Aid cover
 - b. Confirmation of insurance cover etc with the Parish Clerk
 - c. Advertising and ticket sales

- d. Recruitment and training as necessary of volunteers, including those involved with handling fireworks
- e. Planning and co-ordination of the set-up and strike-down of the facilities and equipment on the Recreation Ground, including control of access to the bonfire before the event
- f. Control of the event on the night.
- g. Clearance of the site after the event, to include providing the Parish Clerk with appropriate waste transfer notes

DELEGATION TO THE SUB-COMMITTEE:

1. Control of a dedicated Bonfire Night bank account (details of which are to be provided to the Parish Clerk).
2. Selection and purchase of fireworks and other materials
3. Expenditure on advertising, training, safety cover and site set-up and clearance
4. Collection and banking of receipts from ticket and other sales
5. Management of the grant allocation process
6. All subject to the submission of a financial report to the Parish Council, to show profit/loss, proposed grant allocations and a statement of viability for the following year.