

COMMITTEE STRUCTURE AND RESPONSIBILITIES JULY 2020

COUNCIL	FINANCE AND GENERAL PURPOSES	PLANNING AND POLICY	PROJECT AND AMENITIES	MEMORIAL CENTRE
Approval of Annual Budget and Precept	Subject to those matters specifically required to be dealt with by Council, and to observance of decisions of the Council, all the Council's powers and duties shall be deleted to the Standing Committees in accordance with the following terms of reference unless otherwise specified.			
Approval of Annual Accounts and Annual Governance and Accountability Return	<p>The acts and proceedings of a Committee shall</p> <ul style="list-style-type: none"> (a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council (b) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council (c) In all respects be subject to the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council (d) Committees are authorised to establish sub-committees and working parties, and to appoint advisers as and when necessary to assist in their work subject to adherence at all times to the Council's Standing Orders and to clear terms of reference to be agreed at the outset (e) The Council may, at any time, without prejudice to any executive action already taken, revoke any power delegated to a Committee (f) In accordance with Standing Orders, the Council may, under specified conditions, reverse a Committee decision within 6 months 			
Appointment of Committees & Membership thereon	Make recommendations to Council on matters to be dealt with solely by the Council	Making representations on all planning applications and appeals	Provision, maintenance & management of all council land holdings including Parish Rooms, the Peace Garden, recreation areas, public open spaces, play facilities, Cemetery, Library and allotments excluding Memorial Centre	Provision, maintenance and management of the Memorial Centre
Standing Orders/Financial Regulations	Dealing with all matters relating to day to day	Street Naming recommendations	Provision and maintenance of council owned street	Making recommendations to the Finance & General

	governance and financial administration including GDPR and FOI		furniture including notice boards and War Memorial	Purposes Committee on matters relating to staff employed at the Centre
Annual Meetings Calendar	Dealing with staff terms and conditions of service and pensions and staff related policies	Neighbourhood Planning	Co-ordination and direction of the Environmental Improvement Programmes	Make recommendations on the annual fees and charges to the Finance & General Purposes Committee
Appointments to Outside Bodies	Management of the Council's Assets, excluding the Memorial Centre.	Making representations to other organisations and partners that impact on the quality of life of residents	All aspects of Civic Pride	Liaise with users of the Centre and make recommendations to the Finance & General Purposes Committee on related financial issues
Filling of Casual Vacancies	Monitor & Review the Council's financial health including income, expenditure and budgets	Making representations to outside organisations involved in lobbying and campaigning on local and national parish council issues	Make recommendations on the annual fees and charges to Finance & General Purposes Committee	Meet annually with representatives of the War Memorials Trust
Boundary Review & Community Governance Reviews	To advise generally on the financial and economic policies and the allocation and control of financial resources including Procurement		Liaison with users of Council run/owned facilities, excluding the Memorial Centre including leases and tenancies and making recommendations on all related financial issues to the Finance & General Purposes Committee	
Appointment of the Clerk	Oversee Corporate Risk Management		Propose, monitor and review such projects the Committee considers necessary to achieve the	

			Council's long term aims and objectives	
All other matters which must by law be dealt with by the Council	All Aspects of Internal and External Audit including fraud and financial irregularities			
The power to raise loans	Monitoring of Council's Complaint Procedure			
	External Communications including website, social media, press and media			