



## **Warndon Parish Council**

### **Terms of Reference for the Planning and Rights of Way Committee (“ The PAC “ )**

#### **Terms of Reference for the PAC**

Warndon Parish Council is a consultative body regarding relevant applications in the City Council Planning process. The PAC has no executive authority in the Planning process regarding applications; its role is to uphold the original spirit of the designers of Warndon Villages / Warndon Parish, by endeavouring to ensure that applications are at the very least not detrimental to that spirit and to draw to the attention of the Planning Authorities possible matters that do not appear to be in compliance with planning policies, regulations or law. It is an Advisory Committee or Working Group. The Parish Council Chair and Vice Chair are entitled to attend Planning Advisory Committee meetings.

#### **Meetings and Responsibilities**

The PAC aims to meet one week before the monthly City Council Planning Committee to consider outstanding applications and also progress on other relevant matters including future developments. The deliberations are essentially an exchange of information or seeking external input; none of the members of the PAC has professional qualifications in Planning or similar matters.

The PAC then prepares recommendations to the Planning Authorities on behalf of the Parish Council. For transparency, such recommendations are submitted to be considered at full Council meetings, supported by details of the PAC's reasoning for the recommendation. The final decision is therefore be made by the full Council and uploaded to the portal by the Clerk after scrutiny.

Should the timing of applications / closing deadlines not permit the process of submission to full Parish Council, the PAC notifies Councillors electronically regarding the recommendations or the submission of a late paper, before scrutiny by the Clerk who has conditional delegated authority for uploading the agreed recommendations to the Planning Portal.

The majority of the applications considered by the group are purely domestic, such as extensions or boundary works; should an application involve more than one property, or have wider implications for the parish, the PAC may set up a public meeting allowing residents' input; the PAC's deliberations will be held in private although a note of the outcomes will be made available.

Residents are welcome to contact the PAC in writing via the Clerk with questions or information regarding applications, but the PAC will not become involved in disputes between neighbours or other residents.

## **Records of Proceedings**

Notes ('Minutes') are made of the PAC's discussions which are circulated to Councillors electronically; these notes are retained by the Clerk as a reference document should queries about recommendations be raised by third parties. A summary is presented to the monthly full Council meeting and uploaded to the Parish Council website as a component of the minutes of that meeting.

*Reviewed Annual Parish Council Meeting 5.6.2023*



## Warndon Parish Council

### Terms of Reference for the Finance Committee

#### Authority

The Finance Committee is appointed by and is solely responsible to the Warndon Parish Council. The Committee duties are defined and agreed by the Full Council who may vote, at any time, to modify the Committee's powers. The committee will meet quarterly but can also be convened to deal with special events as they occur.

#### Membership

All members of the Committee will be elected Councillors. The Committee will consist of no fewer than four elected Councillors and the Clerk. At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Parish Council meeting. A quorum at the Committees meetings will consist of no fewer than three elected members. The Chairman & Vice Chairman of the Council will automatically be members of the committee and have full voting rights.

#### Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting. The minutes will be published and shown on the Parish Council website. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

#### Responsibilities

Primary Purpose: to manage the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with Council's finances, property, resources, land and staff.

The Finance Committee will have the following specific duties: -

1. To prepare budgets and recommend precepts and will submit them to the Full Council for approval.
2. To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register.
3. To Review and recommend amendments to the Council's Financial Regulations annually and to ensure that the
  - a. Council is observing the regulations

4. To monitor and effect compliance with laid down internal and external audit and other
  - a. financial procedures, regulations and statutes
5. To monitor, review and recommend on all matters relating to the Council's staff emoluments and conditions of service.
6. To monitor the Council's financial risk assessments and recommend changes where necessary.
7. To approve other Committee's annual spending/budget levels and capital projects to be undertaken and recommend implementation of the same to the Full Council.
8. To undertake the functions of a Human Resources Committee, this to include the formulation of all necessary policies for approval by the Full Council.
9. To be the basis of any committee necessary to deal with matters of Disciplinary or Grievance procedures.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

*Reviewed Annual Parish Council Meeting 5.6.2023*



## Warndon Parish Council

### Terms of Reference for the Staffing Committee

#### General

- i. Membership of the sub-committee and its quorum will be determined by Council.
- ii. The sub-committee will be mindful:
  - of the legal framework for, and good practice in, employment matters
  - of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the sub-committee
  - of the nationally negotiated model contract, benchmarking, and terms and conditions for the employment of the Clerk to the Council
  - of relevant Council protocols and policies
- iii. The sub-committee will also be mindful of the confidential nature of some of the discussions between sub-committee members, staff, volunteers, and workers.

#### Matters for recommendation to the Council committees

- iv. The sub-committee will receive reports from the Clerk and make recommendations to the Finance committee regarding the legal framework for, and good practice in, employment matters.
- v. The sub-committee will receive reports from the Clerk and make recommendations to the Policies and Procedures committee regarding all other policy issues relating to staff, volunteers, and workers.

#### Matters for delegation to the sub-committee

- vi. Be responsible for staff recruitment
- vii. Confirm individual Contracts of Employment and all terms and conditions
- viii. Make arrangements for regular objective review of the Clerk's performance by this sub-committee and take necessary action thereon
- ix. Decide upon and recommend annual salary awards

- x. Appoint a member of the sub-committee to seek advice for the sub-committee in the event of a dispute between the Council and the Clerk
- xi. Consider matters arising under the Council's Disciplinary and Grievance procedures, appoint an appeals Panel, whose members will not be members of the Staffing sub-committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel meeting
- xii. Consider recommendations from the Appeals Panel and take necessary actions thereon

*Reviewed Annual Parish Council Meeting 5.6.2023*



## **Warndon Parish Council**

### **Terms of Reference for the Urgent Business Committee**

#### **1. Membership**

All members of the Committee will be elected Councillors. The Committee will consist of a minimum of four elected Councillors. At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – both to be re-elected each year following Annual Parish Council meeting. A quorum at the Committees meetings will consist of no fewer than three elected members. Chairman & Vice Chairman of Full Council will have automatic membership and full voting rights.

#### **2. Record of Proceedings**

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations to the next Full Council meeting . The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. It is suggested that this Committee meets as required to deal with special emergency events as they occur.

#### **3. Responsibilities**

The committee is responsible for:

- (a) Providing urgent decisions and actions where recourse to the appropriate committee or Full Council meeting is not possible.
- (b) Reporting such decisions and actions to the next appropriate meeting of the Full Parish Council

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

*Reviewed Annual Parish Council Meeting 5.6.2023*



## **Warndon Parish Council**

### **Terms of Reference for the Environmental Committee**

#### **Authority**

The Environmental Committee is appointed by, and solely responsible to Warndon Parish Council. The Committee's duties are defined and agreed by the full Council, which may vote, at any time, to modify the Committee's powers. Meetings will be held as required, with no fewer than one meeting per year. The Committee shall meet when the Portfolio holder requires input from other Parish Councillors to discuss Environmental strategy within the Parish. The Portfolio holder will be responsible for liaising with the City Council and other Authorities which are operationally responsible for maintaining the Environment within the Parish.

#### **Membership**

The Committee will consist of no fewer than four elected Parish Councillors, and at its first meeting will elect a Chair to preside over future meetings. A quorum will be a minimum of three elected Members. The Chair & Vice Chair of the Council will automatically be members of the committee and have full voting rights

#### **Records of Proceedings**

Records will be taken when the Committee meets and meeting minutes will be circulated to the full Council with recommendations. The minutes will be published on the Parish website.

#### **Responsibilities**

Whilst the Portfolio holder has full delegated powers to liaise with Parishioners and City Council Officers in order to resolve day to day matters within the budgets approved by Warndon Parish Council, the Committee shall support and advise the Portfolio holder on issues relating to Environmental matters within the Parish. These include:

- a. Negotiation with the City Council of the annual amounts to be recommended to the full Parish Council for Environmental (1) & (2), Dog Bins and Enhanced Grass Cutting.
- b. Correspondence relating to Environmental issues within the parish.  
Condition and maintenance of footpaths in the Parish and liaising with the relevant bodies.
- c. Increase community engagement with the green and blue spaces within the Parish boundary ensuring that:
  - a. The community is involved in developing the strategy; and



- b. The full council supports the strategy; and
- c. The strategy enjoys the support of both the local ward members and officers of the City and County Councils.
- d. Monitor and report back to Full Council progress against the strategy.
- e. Continue to develop the strategy as time progresses.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

*Reviewed Annual Parish Council Meeting 5.6.2023*