



PEASEDOWN ST. JOHN PARISH COUNCIL TERMS OF REFERENCE AND DELEGATIONS FOR COMMITTEES OF THE COUNCIL

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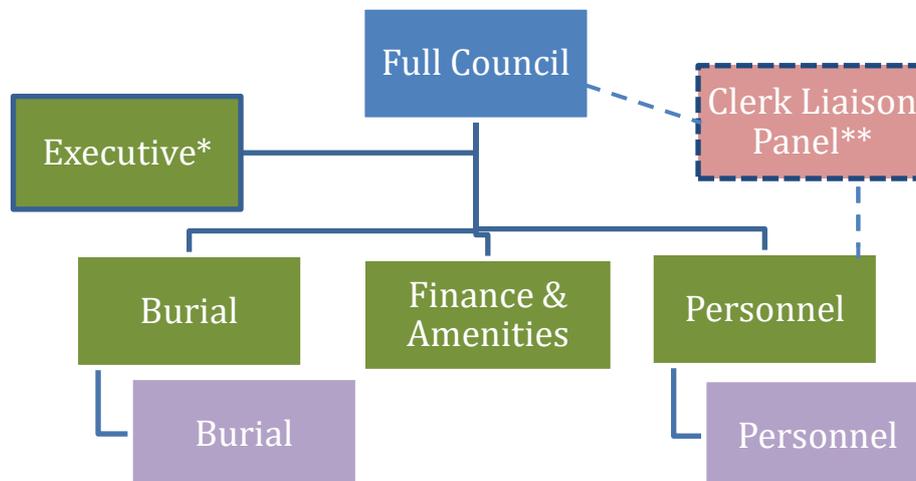
Background

Unless a parish council delegates functions to a committee, sub-committee, officer or another local authority, decisions for the discharge of functions can only be made at meetings of the full council. Decisions cannot be delegated to individual councillors. Decisions can be set aside by a court if made by a body or person not having the power to make them. Any delegation to a committee, sub-committee or officer should identify the nature and extent of responsibility or decision making. Delegations should be evidenced. A parish council can arrange for the discharge of part or all of their functions (except in respect of levying the precept) by committees (and sub-committees) and/or officers. Such arrangements can provide for certain decisions to be referred to or made by full council. The 1972 Act gives the parish council's Proper Officer (who is commonly the Clerk) certain responsibilities. A parish council needs to decide who will be responsible for day to day routine tasks involving decisions that should, for reasons of efficiency, be delegated to the Clerk. Delegations to Officers must also reflect statutory duties conferred on particular officers (e.g. the 1972 Act requires a parish council's Proper Officer to sign the summons to members to attend meetings). It is important that any delegation arrangements are regularly reviewed to ensure that they meet the needs of the parish council in changing circumstances. The scope of any delegation, including any limitation, should be reviewed to ensure the arrangements are efficient.

Committee Members

Three Councillors minimum, six Councillors maximum (plus Chair and Vice-Chair of Full Council as ex-officio members) per Committee (unless specified in Terms of Reference). Members of each Standing Committee to be appointed at the Annual Meeting of the Parish Council, and any vacancies that arise are to be filled on an ad-hoc basis at Full Council meetings. All Committees are to hold at least one meeting per council year. At the first meeting of each Standing Committee an Advisory Panel should be appointed consisting of all members of that Committee. These Advisory Panels will:

- Assist with the review/investigation of specific projects/matters relating to their appointing Committee Terms of Reference;
- Work to the specifications detailed in the Advisory Panel Policy;
- Report back, using a specific pro-forma, to either Full Council or their appointing Committee.





BURIAL COMMITTEE

Terms of Reference

- To deal with the provision, maintenance and management of the Cemetery to comply with the terms of the Burial Act and ensure that accurate records are maintained.
- To ensure that fees relating to burials, interment of ashes and memorials are reviewed annually.
- To ensure that the existing Cemetery buildings and facilities are adequately maintained.
- To consider ways in which the existing cemetery provision can be improved, having due regard to the needs of existing and future users.
- To put forward proposals for maintenance of and improvements to the Cemetery for the agreement of the Parish Council.
- To identify key areas for improvement of health and safety and to develop action plans to deal with these issues.
- To annually review the Parish Council policy regarding burials, interment of ashes and the installation of memorials.

Delegations

- To exercise the powers and duties of the Full Council in relation to any urgent burial or cemetery related matters that cannot reasonably await the next meeting of the Full Council.
- Where appropriate, to make recommendations to the Burial Committee or Full Council regarding burial/cemetery matters.
- The Committee has delegated powers to implement capital projects already agreed by Full Council and to make any changes to the action plan whilst remaining within budget.
- To appoint a Burial Sub-Committee (see below for Terms of Reference and Powers).
- To make decisions on matters, subject to operational or earmarked budget being available, relating to Ashgrove Cemetery.
- All matters appertaining to burial, memorial and cemetery related policies.

Burial Sub-Committee

Terms of Reference

- The same as listed for the Burial Committee.

Delegations

- To exercise the powers and duties of the Burial Committee on any burial/cemetery matters considered urgent by the Committee Chair and Clerk.
- Where appropriate, to make recommendations to the Burial Committee/Full Council regarding burial/cemetery matters.

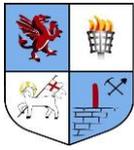
EXECUTIVE COMMITTEE

*The members of the Executive Committee will consist of the Chair and Vice-Chair of Full Council and the Chairs and Vice-Chairs of the other Standing Committees. The Executive Committee will be chaired by the Chair of Full Council [or in their absence the Vice-Chair].

It will hold at least one committee meeting per year then will meet, usually monthly, as an Advisory Panel reporting and making recommendations to Full Council in communication with the Clerk.

Terms of Reference

- To monitor the Order of Known Business and implementation of projects.
- To advise the council on setting of priorities and monitor agreed priorities.
- To keep council appraised of progress against agreed priorities.
- To support the Clerk in meeting objectives within realistic timescales.
- To improve communications and understanding between committee chairs.
- To improve communications and understanding between councillors.
- To review all policies not allocated to another committee as detailed on the Strategic Documentation Register.



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
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Delegations

This Committee will not have any delegated powers.

It will not hold a budget and will not make decisions unless specific tasks/actions have been directed by Full Council [if a decision is delegated it can only be made at a Committee meeting and not at an Advisory Panel meeting].

FINANCE AND AMENITIES COMMITTEE

Terms of Reference

- All matters appertaining to economic and budgetary policies and any matter with a fiscal impact not specifically falling within the remit of any other Committee.
- All matters appertaining to Parish Council assets; actively maximise the benefits of the assets to residents balancing against costs.
- All matters appertaining to Financial Regulations and any other Finance & Amenities related policies.
- To hold an Advisory Panel meeting every other month to review amenity related matters so decisions can be made at the following Finance & Amenities Committee meeting.

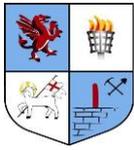
Delegations

- To exercise the powers and duties of the Full Council in relation to any urgent finance & amenities matter that cannot reasonably await the next meeting of the Full Council.
- The Committee has delegated powers to implement capital projects already agreed by Full Council and to make any changes to the action plan whilst remaining within budget.
- To make decisions on matters, subject to operational or earmarked budget being available, relating to the following facilities/services:
 - Beacon Hall and surrounding open space and car park
 - Beacon Field including play equipment
 - Braysdown allotments
 - Ecewiche Green
 - Village Greens at the Prince of Wales and Carlingcott Tump
 - Recreation Field (except items which must be referred to the Trustees) including play equipment, skate park and the football facilities
 - Floral displays
 - Christmas decorations and Christmas-related activities
 - Village Events/Community Grant Scheme
 - Parish Council owned street lights, including making any recommendations for new and improved lighting
- To review the Council's finances and recommend an annual operational budget and target precept within which committees will be asked to work and to present these recommendations to the January Full Council meeting.
- To ensure that appropriate records are kept of all assets and that they are adequately insured and maintained.
- To ensure that the Council is adequately insured and that this is reviewed annual and recommend accordingly.
- To administer, together with the RFO, the Council's investments and make changes, if thought necessary, from time to time, to get the best interest available.

PERSONNEL COMMITTEE

Terms of Reference

- All matters appertaining to personnel/human resources including:
 - Recruitment (including policy and procedures).
 - Staff and Councillor training and development.
 - Administering an effective grievance procedure including the setting up of any necessary panels.
 - Administering an effective disciplinary procedure including the setting up of any necessary panels.



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- Contracts of employment (including salary, pensions, holidays, sickness and all other related benefits), subject to operational or earmarked budget being available.
- Conditions of employment.
- Undertake to ensure the Council complies with all employment legislation seeking professional advice when necessary.
- To review all personnel-related policies and make necessary changes and new policies.

Delegations

- To exercise the powers and duties of the Full Council on any personnel matters.
- Where appropriate, to make recommendations to the Full Council regarding personnel matters.
- To make decisions on matters, subject to operational or earmarked budget being available, relating to Councillor and staff training
- To exercise all the powers and duties of the Full Council regarding the appointment, promotion, salary or conditions of service of any person employed by the Council, including matters relating to health and safety and equal opportunities. Subject to operational or earmarked budget being available.
- To act for the Council under employment legislation regarding statutory dismissal, discipline and grievance procedures.
- To appoint a Personnel Sub-Committee (see below for Terms of Reference and Powers).

Personnel Sub-Committee¹

Terms of Reference

- The same as listed for the Personnel Committee.

Delegations

- To exercise the powers and duties of the Personnel Committee on any personnel matters considered urgent by the Committee Chair and Clerk.
- Where appropriate, to make recommendations to the Personnel Committee/Full Council regarding personnel matters.

CLERK LIAISON PANEL

** The Clerk Support Team will consist of the Chair of Full Council [or in their absence the Vice-Chair] and the Chair and Vice-Chair of the Personnel Committee. It will be Chaired by the Chair of the Personnel Committee [or in their absence the Vice-Chair of the Personnel Committee]. It will meet monthly (with the Clerk), as an Advisory Panel, reporting and making recommendations to Full Council/Personnel Committee.

Terms of Reference

- To support the Clerk in meeting objectives within realistic timescales.
- To work with the Clerk regarding workload and priorities.
- To work with the Clerk in establishing a business continuity plan.
- To generally act as line manager for the Clerk.
- To keep the Council updated on Parish Council hosted events; to include upcoming events and scheduled on the Full Council agendas and for those councillors who are interested in volunteering to ensure they are made aware of updates.
- To keep the council appraised on matters relating to Parish Office equipment, including ICT related support and subscriptions.
- Staff appraisals/reviews, staff absences and record keeping (directly for the Clerk and via the Clerk regarding other members of staff).

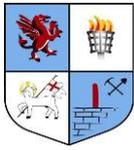
Delegations

This Advisory Panel will not have any delegated powers.

It will not hold a budget and will not make decisions unless specific tasks/actions have been directed by Full Council [if a decision is delegated it can only be made at a Committee meeting and not at an Advisory Panel meeting].

To undertake the Clerk's appraisal following a resolution at Full Council.

¹ Personnel Sub-Committee meetings will be only called for urgent matters e.g. grievance.



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FULL COUNCIL

It should be noted that Full Council will retain responsibility for the following:

- Standing Orders.
- Risk Register.
- Governance Planning Cycle.
- Local Council Award Scheme (Quality Council accreditation).

Urgent Planning Applications

If a Full Council meeting is not to be held within 21 days of receiving the application, then the Clerk will request an extension. If an extension is not granted then a link to the plans shall be sent, by email, to all councillors requesting their comments to be submitted to the Parish Office by a specified date.

The Council shall delegate responsibility for making comment on any such applications to:

- The Clerk or nominated deputy
- The Chair or Vice Chair of the Full Council
- Any two other Councillors

At least four of the above listed people must be present.

Any comments received back within the specified time will be taken into consideration by this group.

Other members may attend these meetings and can express comments/views/opinions at the meeting but responsibility for the official response to the Local Planning Authority will rest with the above-mentioned group.

The Parish Office will provide notification of these applications to the public via the Parish Council notice boards, website and Facebook page. All comments received by the public within the specified time will be taken into consideration by this group. The public will also be directed to submit their comments directly to the Local Planning Authority.

Councillor site visits, where possible, will be actioned, and any photographs/feedback from these visits will be circulated by the Parish Office to all councillors.

All applications and associated responses considered via this process will be reported back to the next Full Council meeting.

PROPER OFFICER

The Clerk shall be the proper officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972. Routine decisions regarding Parish Council facilities and services will be undertaken by the Clerk/RFO, including associated reasonable expenditure² within operational budgets and in-line with the Council's Finance Regulations. These include, but are not limited to, the following:

- Managing the Parish Office.
- Monitoring and being responsible for all incoming and outgoing council correspondence.
- Managing communications in the form of the newsletter, websites, Facebook pages, press releases etc. [the Clerk is the designated Editor].
- Arranging and calling meetings of the council, its committees and sub-committees in consultation with the relevant Chair. To include discussions on any budgets assigned to these committees.
- Carrying out and implementation of any council, committee or sub-committee decision.
- Managing Beacon Hall in-line with previously agreed terms and conditions.
- Managing Braysdown Lane allotments in-line with previously agreed rules.
- Managing burials and memorials at Ashgrove Cemetery in-line with previously agreed policies.
- Managing other areas of public open space (Ecewiche Green, Recreation Ground, Village Greens) in-line with specified guidelines/decisions.
- Managing the accounts including raising sales invoices, processing payments, raising cheques etc.
- Repairs/maintenance works to Parish Council property and assets.
- Handling all requests for information under Freedom of Information Act 2000, in the first instance.
- Handling and acknowledging all complaints regarding the council (except where the complaint relates to the clerk), in the first instance.
- Managing all employees (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her) of the council in-line with previously agreed policies.
- Making arrangements to pay salaries and wages to all employees of the council.

² All expenditure will be scrutinised by the Finance & Amenities Committee.