

CREATON PARISH COUNCIL

Committees and Advisory Groups Terms of Reference

Reviewed and Approved:

Planning Executive Committee

The Chairman of the Planning Executive Committee will be appointed at the Annual Meeting of Parish Council each year.

The Parish Clerk shall attend all Planning meetings and inform all Councillors of planning applications.

The Committee reports to the Full Council.

The Committee shall have scheduled meetings on the 1st Tuesday of every other month, when there isn't an Ordinary Parish council meeting, with the exception of August. The Committee shall meet in between the scheduled meetings if necessary.

Five appointed Parish Councillors will be members of the Planning Committee. Members of the public are welcome to join/attend and participate in the meeting, but have no voting rights.

The Committee shall be responsible (delegated powers) to the Parish Council for:-

- Responding to Planning Applications and Licensing Applications.
- Responding to Appeals
- Responding to Consultation Documents involving planning

In addition, the Committee shall be responsible for reporting back for discussion at full Parish Council on the following

- Developments in Neighbourhood Planning Legislation
- Appendix to the Rural and Countryside Development Planning Document versus producing a Full Neighbourhood Plan
- Neighbourhood Plan Consultations – preparation and analysis of responses

Resources, Staffing, and Strategy Advisory Committee

The Chairman to Creaton Parish Council will preside over the Resources and Strategy Advisory Group.

The Resources and Strategy Advisory Group reports to the Full Council will undertake to provide recommendations for Full Council not later than 1 week before a Full Council meeting.

The Committee has *delegated powers* to

- approve Clerk Holiday
- approve Clerk Overtime/Time Off in Lieu
- Conduct an annual appraisal of the Clerk Role

The Committee shall meet twice a year in February and November or as necessary. The Clerk will attend meetings of the Committee as RFO.

Four appointed Parish Councillors will be members of the Committee. Other members of the Council may attend but will not have any voting rights. All meetings will be held in closed session.

The Committee shall be responsible to the Parish Council for:

Resources and Staffing:-

- Reviewing grant applications and recommending a response to Full Council
- Reviewing Staff salaries/holidays/performance and recommending a response to Full Council
- Reviewing the Budget and precept request (prepared by the RFO) for recommendation to Full Council
- Reviewing the end of year return and audit (prepared by the RFO) for recommendation to Full Council
- Reviewing the Asset Register annually (prepared by the RFO) for recommendation to Full Council
- Reviewing the Financial Regulations annually and amending for recommendation to Full Council
- Reviewing the Effectiveness of Audit and making recommendations to Full Council
- Reviewing the Internal Controls annually and when new activities are forecast to take place
- Reviewing the Risk Assessment annually and when new activities are forecast to take place.

Strategy

- Reviewing Policies and procedures and making recommendations to full Council
- Reviewing Parish Council Aims and Objectives
- Investigating production of a Business Plan (as recommended by NCALC)
- Reviewing the Parish Council identity and making recommendations to Parish Council thereon.

Cemetery and Churchyard Advisory Group

The Chairman to Creaton Parish Council will preside over the Cemetery and Churchyard Advisory Group

The Cemetery and Churchyard Advisory Group reports to the Full Council on the first Tuesday of every month and undertakes to provide any recommendations to Parish Council a minimum of 1 week before a Full Council meeting.

The Advisory Group shall meet as necessary and liaise with Creaton PCC over matters pertaining to the Churchyard.

There will be a maximum of 3 Parish Council members.

The Advisory Group has no delegated powers and any additional work proposed should be approved by Full Parish Council for advice to the contractors by the Parish Clerk.

The Group shall be responsible for the following and making recommendations to Full Parish Council:-

- Producing a strategic plan for maintenance of the Cemetery and Churchyard
- Re-drawing of the Cemetery plan (to allow for larger plots – as recommended by grave diggers) for future proofing Creaton Cemetery.
- Annual Inspection of graves and any issues arising
- Inspection and maintenance of Parish Council owned trees.
- risk assessment relevant to the Advisory Group responsibilities