



## Committees and Advisory Groups Terms of Reference

In addition to the terms of reference, all Committees, Advisory Groups and Wardens to regularly update the electorate via the newsletter and make an annual report on their activities during the year for the Annual Parish Meeting.

### Planning Executive Committee

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

The Committee reports to the Full Council.

The Committee shall meet as necessary and promptly report any decisions to the Clerk for communication to District Council. The Clerk and RFO shall attend and take minutes of the meetings for Full Council.

All Parish Councillors will be members of the Planning Committee unless they specifically opt-out. Members of the public are welcome to attend and participate in the meeting unless a formal resolution is approved to exclude them, 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 SPC Planning Executive Committee may undertake site meetings, with a minimum of 2 councillors present and approval of the applicant. All Parish Council to be given notice of the Site meeting.

### Resources Committee

The Chairman of the Resources Committee will be appointed at the Annual General Meeting each year.

The Resources Committee reports to the Full Council.

The Committee shall meet twice a year in April and November or as necessary. The Clerk and RFO shall take minutes of the meetings for Full Council.

There will be a maximum of four members with voting rights. Other members of the Council may attend but will not have any voting rights. Members of the public are welcome to attend and participate in the meeting unless a formal resolution is approved to exclude them, but have no voting rights.

The Committee has delegated powers to spend up to **£500.00** without prior approval of the Council. Any expenditure must not exceed the Committee's budget.

*The Committee shall be responsible to the Parish Council for:*

- Reviewing grant applications and recommending a response to Full Council
- In conjunction with Human Resources Advisory Committee, make Staff Appointments and Review Staff salaries/holidays and make a recommendation 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 and amending for recommendation to Full Council

## **Churchyards, Cemeteries and Open Spaces (CCOS) Advisory**

The CCOS Advisory Group reports to the Full Council on the third Tuesday of every month.

The Advisory Group shall meet twice a year in Annually in October or as necessary.

Members of the group to be determined by full Council and reviewed annually. Other members of the Council may attend any meetings.

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 Advisory Group shall be responsible for advising the Parish Council on the following matters:-*

- Mowing and Maintenance of Public Open Spaces – Cemeteries (East View and Brixworth Road Cemetery), Millennium Garden, Pound, and other open spaces owned by the Parish Council and issues arising thereof.
- Allocation of Burial plots (with the Clerk)
- Annual Inspection of graves and any issues arising
- Inspection and maintenance of Parish Council owned trees.
- Maintenance and Provision of Street Furniture: - Benches and Dog Litter Bins
- Health and safety and risk assessment relevant to the Advisory Group responsibilities
- Any issues delegated to it by the Parish Council.

*The Advisory Group may consider matters, which are the responsibility of other Local Authorities for reporting purposes.*

- Grass cutting of verges

*The Advisory Group shall be responsible for the following Parish Council representatives:*

- Parish Tree Warden

## **Natural Spratton Advisory Group (incorporating Spratton Pocket Park and Jubilee Wood)**

The Natural Spratton Advisory Group reports to the Full Council on the third Tuesday of every month.

The Advisory Group shall meet as necessary

There will be a maximum of 4 members

The Advisory Group has no delegated powers.

The Advisory Group shall be responsible for advising the Parish Council on the following matters pertaining to maintenance and future planning in respect of:-

- Jubilee Wood
- Spratton Pocket Park including Lychgate and Wall

## **Highways Advisory Group**

The Highways Advisory Group reports to the Full Council on the third Tuesday of every month.

The Advisory Group shall meet Annually in March or as necessary.

There will be a maximum of 5 members. Other members of the Council may attend.

The Advisory Group has no delegated powers.

*The Advisory Group shall be responsible for advising the Parish Council on the following matters:-*

- Parking issues
- Footpath issues
- Maintenance and provision of Street signage

- Traffic issues
- Maintenance and provision of Bus Shelter and any issues arising
- Any issues to include on the Annual Parish Enhancement Gangs form (due beginning of May each year)
- To Consider and recommend response to Full Council on any Consultation Documents relating to transport, waste management, minerals, environment, highways or any referred by Full Council.
- Health and safety and risk assessment relevant to the Advisory Group responsibilities
- Any issues delegated to it by the Parish Council.

*The Advisory Group may consider matters, which are the responsibility of other Local Authorities for reporting purposes.*

- Waste management
- Footpaths, Right of Ways and Bridleways
- Highways – ie. Road surfacing, storm drains etc
- Street signage
- Parish Speeding Poster Boards
- To report on NCC Highways matters

*The Advisory Group shall be responsible for the following Parish Council representatives:*

- Parish Path Warden

#### **Highways Warden:**

Delegated powers to liaise with Northamptonshire County Council regarding Highways issues (as outlined under Highways Advisory Group)

#### **Parish Paths Warden:**

Delegated powers to liaise with Northamptonshire County Council Rights of Way officers to sort out issues with parish paths, stiles etc.

#### **Human Resources Advisory Group:**

The Human Resources Advisory Group reports to the Full Council as necessary.

The Advisory Group shall meet as necessary.

There will be a maximum of 2 members. Other members of the Council may attend.

The Advisory Group has no delegated powers.

*The Advisory Group shall be responsible for advising the Parish Council on the following matters:-*

- Advising on Human Resources matters generally
- In conjunction with Resources Committee, make Staff Appointments and Review Staff salaries/holidays and make a recommendation to Full Council.
- Review staff performance and make a recommendation to Full Council.

**Important Note: All monies to be paid either by cheque made payable to 'Spratton Parish Council' or directly to the Spratton Parish Council Bank Account. No monies to be paid directly to a Councillor or employee**