

FOXTON PARISH COUNCIL

TERMS OF REFERENCE OF STANDING ORDERS OF COMMITTEES AND WORKING PARTIES

PLANNING COMMITTEE

1. Meetings

All meetings of the Committee will be open to the public. Notification of each meeting will be posted on the Parish Council notice board and website at least 3 full days before the date of the meeting.

2. Chairman

The Committee at its first meeting of the year will appoint a Chairman.

3. Planning and Listed Building Applications

The Committee will be responsible for considering and commenting on all planning and listed building applications submitted to the Parish Council. The Committee will be responsible for submitting, via the Clerk, any comments and/or recommendations to South Cambridgeshire District Council (SCDC) within the specified consultation period.

4. Other Planning Issues

The Committee will consider and comment on any other planning issues submitted to the Parish Council. The Committee will be responsible for submitting, via the Clerk, any comments and/or recommendations to SCDC within the specified consultation period.

5. Parish Council Meetings

At each Parish Council meeting the Chairman, or, in his/her absence, a member of the Committee will inform the Parish Council of any comments and/or recommendations on planning issues that have been submitted on behalf of the Parish Council. In addition, the Chairman will present to the Parish Council any planning issues for consideration by the Parish Council.

RECREATION AND AMENITIES WORKING PARTY

1. Purpose of The Recreation and Amenities Working Group (R&A WG)

The R&A WG exists to manage through others the day-to-day care and maintenance of assets owned by, or devolved to, Foxton Parish Council so that Parish Council can maintain those assets to the agreed quality standard.

2. Composition of The Working Group

The Working Group shall comprise a minimum of three members of Foxton Parish Council. The Working Group may co-opt other members from time-to-time to assist in the discharge of R&A WG activities for which Foxton Parish Council is accountable.

3. Scope

The scope of the R&A WG activities comprises the following elements:

- The recreation ground;
- The Dovecote meadow and the dovecot;
- Being the initial contact point for all issues to do with the village sports clubs;
- Being the initial point of contact for contractors employed by the Parish Council on R&A activities;
- Grass cutting on the recreation ground and the year-round care of the recreation ground grass;
- Grass cutting of the highway verges within the village envelope;
- Trees, hedges, fences, shrubs and wild flower borders which are devolved to the Parish Council;
- The Green and the associated memorial shelter;
- Historic artefacts within the village comprising the red phone box and the water pumps.

4. Working Group Meetings

The R&A WG will meet at least six times a year.

5. Reporting to the Parish Council

The R&A WG will provide a written summary report to the Parish Council for each monthly Parish Council meeting. This report may occasionally be a “nil return” where no activity has taken place since the last report.

6. Finance

The R&A WG has no independent financial authority. The Parish Council administers all spending on R&A activities.

FINANCE WORKING PARTY

1. Chairman

The Responsible Financial Officer (RFO) will be Chairman.

2. Annual Precept

The Working Party will set a budget as follows:

Expenditure:

- i) Expenditure for budget year.
- ii) Contingency items.
- iii) Reserves for future expenditure.
- iv) Reserves for deficits in earlier years not otherwise provided.

Income:

- i) Income other than precept.
- ii) Use of financial reserves.

The difference between expenditure and income is the budget requirement for the year.

The Budget will be presented for approval at a full meeting of the Parish Council prior to the latest submission date set by South Cambridgeshire District Council and by no later than the end of December. The precept request must be approved by a majority of Parish Council Members.

3. Expenditure

The Working Party will:

- i) Review expenditure and other financial commitments during the year, including the Clerk's Salary, Insurances and grants to third parties.
- ii) Seek approval for the payment of any precepted or non-precepted item, provided it falls within the powers and constitution of the Parish Council.
- iii) Seek approval for the use of the financial reserves for any additional extra-statutory expenditure for the benefit of parishioners.

4. Paid Employees

The Working Party will be responsible for advertising, interviewing and recommending candidates for any office receiving remuneration.

5. Banking

The Working Party will monitor the banking and investment arrangements for Parish Council funds.

6. Village Hall

The Working Party will liaise with the officers of the Village Hall Management Committee in respect of financial matters relating to the running of Foxton Village Hall.

7. Parish Council Meetings

At each Parish Council meeting the RFO, or, in his/ her absence, a member of the Working Party will report on the following:

- i) The current balance on all bank and building society accounts held in the name of Foxton Parish Council.
- ii) All due payments giving details of:
 - a) Payee
 - b) Amount payable
 - c) Nature of paymentPayment of cheques and online payments must be approved by a simple majority.
- iii) Income received.

The Parish Council's financial regulations govern the conduct of financial management by the Parish Council and the Finance Working Party.

SECTION 106 WORKING PARTY

1. Purpose

The Foxtton Parish Council Section 106 Working Party ('the Working Party') has been set up to manage the spend of Section 106 funds held by Foxtton Parish Council.

2. Remit

The Working Party will:

- assess all ideas and proposals in line with agreed criteria
- take a holistic and strategic view of the needs of the village, including those identified by the Foxtton Neighbourhood Plan;
- ensure all proposals comply with S106 regulations;
- be responsible for preparing fully costed proposals in collaboration with stakeholders;
- ensure funds are spent within the 10 year time limits; and
- report monthly to the Parish Council.

The Working Party may make recommendations or proposals but will not have any decision-making or spending powers.

3. Membership

Membership is comprised of Parish Councillors. Attendance by stakeholders and representatives of other organisations will be considered as appropriate to facilitate the function of the Working Party, and will be by invitation only.

4. Meetings

The Working Party will set its own timetable for meetings. Meetings will not be held in public. Minutes of all meetings will be kept.

5. Conduct

The Working Party will appoint a Chair to preside over meetings.

A Secretary will be appointed to administer and minute proceedings of all meetings.