

COLWICH PARISH COUNCIL



COMMITTEES

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PD002 COMMITTEES



Committees – PD002

Revision history

This document was originally written by:

Name	Position	Date
Michael Lennon	Clerk	

This document version was reviewed by:

Policy Committee

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Full Council

Chairman of Council A.C.Billingsley

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1 Committee Structure

- 1.1** In addition to the monthly Full Council meetings, the Council has decided that in 2018/19 it will operate the following Committees:
- 1.1.1 Communications
 - 1.1.2 Employment
 - 1.1.3 Environment and Leisure
 - 1.1.4 Finance
 - 1.1.5 Planning
 - 1.1.6 Policy
- 1.2** The Committees are appointed by, and solely responsible to, Colwich Parish Council. The Committees' duties are defined and agreed by the Full Council, which may vote, at any time, to modify the Committees' powers. The Committees will meet on a minimum of two occasions each year.
- 1.3** The meetings will be clerked by either the Parish Clerk or the Deputy Parish Clerk and written minutes will be taken to record the Committees' decisions and will be circulated to all Councillors on the Committee. The minutes will be an agenda item on the next available Committee meeting for consideration and formal adoption. If insufficient Councillors are present at the subsequent meeting then the minutes will be placed before the Full Council. All minutes, draft and approved, will be published on Colwich Parish Council's website.
- 1.4** The Chairman and Vice Chairman of the Council will be members of every Committee.
- 1.5** Membership of the Committees will be an item on, and agreed at, the Annual Meeting of the Council in May.
- 1.6** The Membership of Council Committees will be listed on the Committee/Councillor matrix.

2 Terms of Reference – Communications Committee

- 2.1** The Committee will consist of 7 Councillors and is responsible for:
- 2.1.1 An overview of all aspects of the Communications with Colwich Parish residents including:
 - 2.1.2 Producing the draft copy of the parish Newsletter for signing off by the Full Council.
 - 2.1.3 The provision and updating of Colwich Parish Council's Noticeboards.
 - 2.1.4 The Committee will submit a future year work programme to the December Finance Committee and be responsible for managing an appropriate budget delegated from the December Full Council.
 - 2.1.5 Overseeing Colwich Parish Council's website.

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- 2.1.6 The quorum for the Committee shall be 3 Councillors.
- 2.1.7 The Committee may elect its own Chair and Vice Chair which will be the Committee's first agenda items after the Annual Meeting in May.
- 2.1.8 For the Membership of this Committee refer to the current Committee/Councillor matrix.

3 Terms of Reference – Employment Committee

- 3.1 The Committee will consist of 6 Councillors and is responsible for:
 - 3.1.1 Considering the training and development needs of Officials.
 - 3.1.2 The annual employee performance targets and reviews including job descriptions and salary reviews Any salary review proposal must be referred to the Full Council for final consideration
 - 3.1.3 Three members of the Committee will make up, as necessary, a panel required to hear disciplinary hearings for employees. The decision of the panel will be binding on the Council and will not require additional ratification by either the Employment Committee or the Full Council.
 - 3.1.4 In the case of an appeal, the remaining three members of the Committee, that have not played a part in the initial investigation or hearing, will be called upon to convene an appeal hearing.
 - 3.1.5 In both circumstances above, no Councillor involved in bringing the disciplinary case may sit on the hearing or appeal panel.
 - 3.1.6 The quorum for the Committee shall be 3 Councillors
 - 3.1.7 The Committee may elect its own Chair and Vice Chair which will be the Committee's first agenda items after the Annual Meeting in May.
 - 3.1.8 For the Membership of this Committee refer to the current Committee/Councillor matrix.

4 Terms of Reference – Environment & Leisure Committee

- 4.1 The Committee will consist of 8 Councillors and is responsible for:
 - 4.1.1 To consider and reach a position on any matter which affects the local environment including, but not limited to, grass cutting; hedge and tree management; Cannock Chase; rivers and canals; highways including pavements; Rights of Way; open spaces; burial sites and allotments.
 - 4.1.2 To consider and reach a position on any matter which affects leisure activities in the parish including, but not limited to, the Jubilee Playing Field and other play areas..
 - 4.1.3 The Committee will submit a future year work programme to the December Finance Committee and be responsible for managing an appropriate budget delegated from the December Full Council.
 - 4.1.4 The Committee will co-opt representatives from Colwich Union of Remembrance and Burial so as to provide expert advice and assistance in the provision of a new burial site and/or garden of remembrance in the parish.

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- 4.1.5 The Committee will co-opt representatives from Colwich Allotments Association to provide expert advice and assistance in the management of the Council's allotments on Coley Lane, Little Haywood.
- 4.1.6 The Committee will co-opt up to three representatives from the Colwich Parish in Bloom group, with at least one from each ward, to provide a link between the Council and the group not least with regards the River of Flowers project.
- 4.1.7 The quorum of the Committee shall be 3 Councillors.
- 4.1.8 The Committee may elect its own Chair and Vice Chair which will be the Committee's first agenda items after the Annual Meeting in May.
- 4.1.9 For the Membership of this Committee refer to the current Committee/Councillor matrix.

5 Terms of Reference – Finance Committee

5.1 The Committee will consist of 6 Councillors and is responsible for:

- 5.1.1 To prepare budgets and recommend precepts for consideration by the Full Council.
- 5.1.2 To ensure adequate controls are in place to protect the Council's finances and assets.
- 5.1.3 To ensure an adequate Asset Register is in place and to review this at least annually.
- 5.1.4 To monitor compliance with internal and external audit.
- 5.1.5 To draft and monitor compliance with the Council's Financial Regulations.
- 5.1.6 To establish and monitor a clear policy for small grant assistance to local community and voluntary groups.
- 5.1.7 The quorum for the Committee shall be 3 Councillors
- 5.1.8 The Committee may elect its own Chair and Vice Chair which will be the Committee's first agenda items after the Annual Meeting in May.
- 5.1.9 For the Membership of this Committee refer to the current Committee/Councillor matrix.

6 Terms of Reference – Planning Committee

6.1 The Committee will consist of 8 Councillors, being 4 from each of the two parish wards, and will have the following duties and full delegated powers to::

- 6.1.1 Consider and makes representations, on behalf of the Council, to the relevant authority regarding planning applications in the Parish.
- 6.1.2 Consider and makes representations, on behalf of the Council, to the relevant authority regarding planning applications in neighbouring parishes which might impact on the residents of Colwich.
- 6.1.3 Make representations in respect of appeals against refusal of planning permission.



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- 6.1.4 Make representations to the relevant authority in respect of enforcement action or any matters considered to be breaches of planning regulations.
- 6.1.5 Comment on street naming, on behalf of the Council, where requested.
- 6.1.6 Suspend Standing Orders 1.5 and 1.6 so as to extend the period of Public Participation to allow all those present to make representations to the Committee prior to the commencement of the meeting.
- 6.1.7 The Committee may, in line with Resolution 32/14P, co-opt representatives from local action groups to put forward the views of their group so as to assist the Council in formulating a planning response and to report the Parish Council's decision back to their group.
- 6.1.8 The quorum of the Committee shall be 3 Councillors.
- 6.1.9 The Committee may elect its own Chair and Vice Chair which will be the Committee's first agenda items after the Annual Meeting in May.
- 6.1.10 For the Membership of this Committee refer to the current Committee/Councillor matrix.

7 Terms of Reference – Policy Committee

7.1 The Committee will consist of 6 Councillors and is responsible for:

- 7.1.1 To oversee the Council's general policies and to make recommendations for any updates to the Full Council.
- 7.1.2 The quorum of the Committee shall be 3 Councillors.
- 7.1.3 The Committee may elect its own Chair and Vice Chair which will be the Committee's first agenda items after the Annual Meeting in May.
- 7.1.4 For the Membership of this Committee refer to the current Committee/Councillor matrix.

SIGNED	
COUNCILLOR ADAM BILLINGSLEY PARISH COUNCIL CHAIRMAN	