

# COLWICH PARISH COUNCIL



## PD002 COMMITTEES

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## 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	October 2023
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Chairman of Council	Wendy Pant

**Document Review Schedule:**

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### Revision History

Version	Issue Date	Document ID	Reason for Change	Section(s) Changed
1		PD002-01	Initial Issue	NA
2	09/2018	PD002-02	Annual review	1,3,6,8
3	12/2018	PD002-03	New Chairman Cllrs resignations	None
4	02/2019	PD002-04	Addition of Christmas Lights/Events Committee, reordering of general paragraphs.	1-8
5	12/2019	PD002-05	New Chairman Annual review	5
6	10/2021	PD002-06	New chairman Annual review	None
7	10/2022	PD002-07	Annual Review	None
8	12/2023	PD002-08	Annual Review	All

# COMMITTEES

## Contents

1	Committee Structure .....	4
2	Terms of Reference – Communications Committee .....	5
3	Terms of Reference – Employment Committee .....	5
4	Terms of Reference – Environment Committee .....	6
5	Terms of Reference – Finance Committee .....	6
6	Terms of Reference – Planning Committee .....	7
7	Terms of Reference – Policy Committee .....	7
8	Terms of Reference – Events Committee .....	7
9	Terms of Reference – Leisure Committee .....	8

## COMMITTEES

### 1 Committee Structure

- 1.1 In addition to the monthly Full Council meetings, the Council has decided that it will operate the following Committees (all of which are currently suspended due to the Covid-19 Pandemic):
  - 1.1.1 Communications
  - 1.1.2 Employment
  - 1.1.3 Environment
  - 1.1.4 Finance
  - 1.1.5 Planning
  - 1.1.6 Policy
  - 1.1.7 Events
  - 1.1.8 Leisure Committee
- 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 Committees may authorise expenditure providing it is consistent with the responsibility of the committee and is within the budget set for that activity/Committee authorised by the Full Council. The decision of the Responsible Financial Officer of the Council, in line with the Council's agreed Financial Regulations, will be final in deciding whether an activity falls within the remit of the Committee.
- 1.5 Committees will be responsible for their devolved budget and expenditure and will advise the Finance Committee, ahead of the December budget-setting meeting, of what projects it proposes and the funds required for the following year.
- 1.6 Unless elected to a Committee, the Chairman and Vice Chairman of the Council will be ex officio members of every Committee. As such they will not count towards the quorum of the Committee meeting.
- 1.7 Membership of the Committees will be an item on, and agreed at, the Annual Meeting of the Council in May. Committees may elect their own Chairman and Vice Chairman who will be voted on at the Annual Meeting of the Council by the relevant Committee members.
- 1.8 The Membership of Council Committees will be listed on the Committee/Councillor matrix.

## **COMMITTEES**

### **2 Terms of Reference – Communications Committee**

- 2.1 The Committee is responsible for the overview of all aspects of the Communications with Colwich Parish residents.
- 2.2 The Committee will produce the draft copy of the parish Newsletter for signing off by the Full Council.
- 2.3 The Committee will be responsible for the provision and updating of Colwich Parish Council's Noticeboards.
- 2.4 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 Full Council.
- 2.5 The Committee will oversee Colwich Parish Council's website.
- 2.6 The Committee will consist of 4 Councillors with a quorum of 3 Councillors.

### **3 Terms of Reference – Employment Committee**

- 3.1 The Committee will be responsible for the training and development needs of Official.
- 3.2 The Committee will be responsible for 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
- 3.3 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.
- 3.4 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.
- 3.5 In both circumstances above, no Councillor involved in bringing the disciplinary case may sit on the hearing or appeal panel.
- 3.6 The Committee shall oversee the Council's Staff handbook and Health & Safety policies and make recommendations for any updates or additions to the Full Council.
- 3.7 The Committee shall consist of 4 Councillors with a quorum of 3 Councillors.

### **4 Terms of Reference – Environment Committee**

- 4.1 The Committee will consider and reach a position on any matter which affects the

## COMMITTEES

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.

- 4.2 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.
- 4.3 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.
- 4.4 The Committee may 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.
- 4.5 The Committee may 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.
- 4.6 The Committee may co-opt representatives from Sustainability in Colwich and the Haywoods to provide expert advice and assistance in achieving a reduction of single use plastic and an improvement in general recycling across the parish.
- 4.7 The Committee may co-opt representatives from Colwich Flower and Vegetable Show.
- 4.8 The Committee shall consist of 6 members with a quorum of 3 Councillors.

### **5 Terms of Reference – Finance Committee**

- 5.1 The Committee will prepare budgets and recommend precepts for consideration by the Full Council.
- 5.2 The Committee will support the Responsible Financial Officer to ensure adequate controls are in place to protect the Council's finances and assets.
- 5.3 The Committee will ensure an adequate Asset Register is in place and will review this at least annually.
- 5.4 The Committee will monitor compliance with internal and external audit requirements.
- 5.5 The Committee shall support the Responsible Financial Officer in drafting and monitoring compliance with the Council's Financial Regulations.
- 5.6 The Committee shall investigate and identify appropriate funding lines to support Council activities.
- 5.7 The Committee will establish and monitor a clear policy for small grant assistance to local community and voluntary groups.

## COMMITTEES

5.8 The Committee shall undertake a regular audit to ensure value for money on Council expenditure.

5.9 The Committee shall consist of 4 Councillors with a quorum of 3 Councillors.

### **6 Terms of Reference – Planning Committee**

6.1 The Committee will consider and makes representations, on behalf of the Council, to the relevant authority regarding planning applications in the Parish.

6.2 The Committee shall 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.

6.3 The Committee shall make representations in respect of appeals against refusal of planning permission.

6.4 The Committee shall make representations to the relevant authority in respect of enforcement action or any matters considered to be breaches of planning regulations.

6.5 The Committee shall comment on street naming, on behalf of the Council, where requested.

6.6 The Chairman of the Committee may temporarily 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.

6.7 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.

6.8 The Committee shall consist of 6 Councillors, being 3 from each of the two parish wards, with a quorum of 3 Councillors.

### **7 Terms of Reference – Policy Committee**

7.1 The Committee will oversee the Council's general policies and make recommendations for any updates or additions to the Full Council.

7.2 The Committee will regularly audit Council adherence to its policies.

7.3 The Committee shall consist of 4 Councillors with a quorum of 3 Councillors.

### **8 Terms of Reference – Events Committee**

8.1 The Committee shall oversee the Council's Christmas Lights project including:

## **COMMITTEES**

- 8.1.1** Researching locations across the parish to erect lights;
- 8.1.2** Researching suitable lighting companies;
- 8.1.3** Proposing start and end dates each year for the lighting of trees etc.;
- 8.1.4** Organising any “switching-on” ceremonies.

**8.2** The Committee shall oversee all other Council public events as and when required.

**8.3** Any contractual or financial arrangements to be the responsibility of the Proper Officer or the Responsible Financial Officer as appropriate.

**8.4** The Proper Officer, or appointed deputy, will be responsible, on behalf of the Committee, for securing any necessary permits or licenses required to deliver the event.

**8.5** The Proper Officer, or appointed deputy, will be responsible for ensuring the Health & Safety processes are understood and followed including:

- 8.5.1** Risk assessments undertaken in a timely fashion to inform decision making;
- 8.5.2** All insurance requirements are in place and adhered to;
- 8.5.3** Engagement and briefing of any safety marshals and first-aiders ensuring, amongst other requirements, that they have appropriate insurance;
- 8.5.4** Provision and adherence with public safety requirement for street events including production of a street layout plan;
- 8.5.5** Event management documentation is retained for future reference.

**8.6** Any sponsorship funds raised should be passed to the Office immediately for accounting purposes. Sponsorship monies may only be accepted if they are accompanied by written confirmation from the donor, detailing who has supplied the funds and for what purpose, so as to comply with the Council’s agreed Financial Regulations and the Accounts and Audit Regulations. Any funds received without written confirmation will be returned.

**8.7** The Committee may co-opt representatives from the local community to provide advice and assistance in developing events, including the annual Christmas lights display and Santa visit, in the parish.

**8.8** The Committee shall consist of 6 Councillors with a quorum of 3 Councillors.

## **9 Terms of Reference – Leisure Committee**

**9.1** The Committee may 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.

**9.2** The Committee will submit a future year work programme to the Autumn Finance Committee and be responsible for managing an appropriate budget delegated from the Full Council.



## COMMITTEES

- 9.3** The Committee may co-opt members of the public to provide advice and assistance. Co-opt members of the public may join in discussions but will not have a vote.
- 9.4** The Committee shall consist of 6 members with a quorum of 3 Councillors.

<b>SIGNED</b>	
COUNCILLOR WENDY PLANT PARISH COUNCIL CHAIRMAN	