

# 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	

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Policy Committee	June 2025
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Chairman of Council	Wendy Pant

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### Revision History

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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
9	07/2024	PD002-09	Annual review	All
10	07/2025	PD002-10	Annual review	All

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## **1 COMMITTEE STRUCTURE**

- 1.1** In addition to the monthly Full Council meetings, Colwich Parish Council (the Council) has decided that it will operate the following Committees:
- 1.1.1** Communications
  - 1.1.2** Complaints
  - 1.1.3** Employment
  - 1.1.4** Environment
  - 1.1.5** Events
  - 1.1.6** Finance
  - 1.1.7** Leisure
  - 1.1.8** Planning
  - 1.1.9** Policy
  - 1.1.10** Young People
- 1.2** The Committees are appointed by, and solely responsible to, the 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 programme agreed by the Council at the December meeting.
- 1.3** The meetings will be clerked by either the Parish Chief Officer, Deputy Chief Officer, Head Groundsman or Events Co-ordinator/Media Officer, and written minutes will be taken to record the Committees' decisions. The minutes will be an agenda item on the next available Full Council meeting for consideration and formal adoption. All minutes, draft and approved, will be published on the 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 (RFO) of the Council, in line with the Council's agreed Financial Regulations (PD021), 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 autumn budget-setting meeting, of what projects they propose, and the funds required for the following financial 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 count towards the quorum of the Committee meeting and may vote of agenda items.
- 1.7** Membership of the Committees will be an item on, and agreed at, the May Annual Meeting of the Council. 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.

## **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 agree items for the parish Newsletter which will be signed off by the Full Council.
- 2.3 The Committee will oversee the Council's Noticeboards.
- 2.4 The Committee will oversee the Council's website and social media accounts.
- 2.5 The Committee will submit a work programme for the following financial year to the autumn Finance Committee and be responsible for managing an appropriate budget delegated from the Full Council.
- 2.6 The Committee will consist of 4 Councillors with a quorum of 3 Councillors.

### **3 TERMS OF REFERENCE – COMPLAINTS COMMITTEE**

- 3.1 The Committee will be responsible for considering any complaints received about the Council administration or procedures, including how any concerns have been addressed by officials.
- 3.2 Complaints about individual officials are a matter for the Council's disciplinary procedure under the Employment Committee.
- 3.3 Complaints about Councillors will be referred to the monitoring officer.
- 3.4 The Committee will meet at least once annually to review the Complaints Policy (PD041) and the Vexatious Complaints Policy (PD042) making recommendations to the Full Council for any amendments.
- 3.5 The Complaints (PD041) and Vexatious Complaints (PD042) policies detail the process that the Committee will follow when considering any complaints.
- 3.6 The Committee will submit a work programme for the following financial year to the autumn Finance Committee and be responsible for managing an appropriate budget delegated from the Full Council.
- 3.7 The Committee will consist of 4 Councillors, including the Vice Chairman of the Council who will Chair the Committee.

### **4 TERMS OF REFERENCE – EMPLOYMENT COMMITTEE**

- 4.1 The Committee will be responsible for the training and development needs of Officials.
- 4.2 The Committee, working with the Chairman of the Council, 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.
- 4.3 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.

- 4.4** In the case of an appeal, the remaining member of the Committee, that has not played a part in the initial investigation or hearing, together with two other Councillors, one of whom will be the Chairman of the Council, will be called upon to convene an appeal hearing.
- 4.5** In both circumstances above, no Councillor involved in bringing the disciplinary case may sit on the hearing or appeal panel.
- 4.6** The Committee shall oversee the Council's Staff handbook (PD100 series) and Health & Safety (PD300 series) policies and make recommendations for any updates or additions to the Full Council.
- 4.7** The Committee will submit a work programme for the following financial year to the autumn Finance Committee and be responsible for managing an appropriate budget delegated from the Full Council.
- 4.8** The Committee shall consist of 4 Councillors with a quorum of 3 Councillors. The Vice Chairman of the Council will Chair the Committee.

## **5 TERMS OF REFERENCE – ENVIRONMENT COMMITTEE**

- 5.1** The Committee will 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.
- 5.2** The Committee will submit a work programme for the following financial year to the autumn Finance Committee and be responsible for managing an appropriate budget delegated from the Full Council.
- 5.3** The Committee may co-opt members from relevant parish groups to provide advice and assistance to Council. Co-opted members may join discussions but will not have a vote.
- 5.4** The Committee shall consist of 6 members with a quorum of 3 Councillors.

## **6 TERMS OF REFERENCE – EVENTS COMMITTEE**

- 6.1** The Committee shall oversee the Council's Christmas Lights project including:
  - 6.1.1** Researching locations across the parish to erect lights.
  - 6.1.2** Researching suitable lighting companies.
  - 6.1.3** Proposing start and end dates each year for the lighting of trees etc.
  - 6.1.4** Organising any "switching-on" ceremonies.

- 6.2** The Committee shall oversee the Council's summer Fete including:
- 6.2.1** Booking entertainment.
  - 6.2.2** Booking food and drink vendors.
  - 6.2.3** Booking community and other stalls.
  - 6.2.4** Proposing start and end times for the event.
  - 6.2.5** Organising any stewards for the event.
- 6.3** The Committee shall oversee all other Council public events and competitions as and when required.
- 6.4** The Committee shall oversee health and safety for all Council events through the Chief Officer.
- 6.5** The Committee may co-opt members from relevant parish groups to provide advice and assistance to Council. Co-opted members may join discussions but will not have a vote.
- 6.6** The Committee will submit a work programme for the following financial year to the autumn Finance Committee and be responsible for managing an appropriate budget delegated from the Full Council.
- 6.7** The Committee shall consist of 6 Councillors with a quorum of 3 Councillors.

## **7 TERMS OF REFERENCE – FINANCE COMMITTEE**

- 7.1** The Committee will prepare budgets and recommend precepts for consideration by the Full Council.
- 7.2** The Committee will support the Responsible Financial Officer to ensure adequate controls are in place to protect the Council's finances and assets.
- 7.3** The Committee will ensure an adequate Asset Register is in place annually and will review this at least annually.
- 7.4** The Committee will monitor compliance with internal and external audit requirements.
- 7.5** The Committee shall support the Responsible Financial Officer in drafting and monitoring compliance with the Council's Financial Regulations.
- 7.6** The Committee shall investigate and identify appropriate funding lines to support Council activities.
- 7.7** The Committee will establish and monitor a clear policy for small grant assistance to local community and voluntary groups.
- 7.8** The Committee shall undertake a regular review of external contracted services to ensure value for money on Council expenditure.

- 7.9** The Committee shall consist of 4 Councillors, including the Chairmen of main spending Committees (Employment and Leisure) with a quorum of 3 Councillors. The Chairman of the Council will Chair the Committee.

## **8 TERMS OF REFERENCE – LEISURE COMMITTEE**

- 8.1** 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 under the control of the Council.
- 8.2** The Committee may co-opt members from relevant parish groups to provide advice and assistance to Council. Co-opted members may join discussions but will not have a vote.
- 8.3** The Committee will submit a work programme for the following financial year to the autumn Finance Committee and be responsible for managing an appropriate budget delegated from the Full Council.
- 8.4** The Committee shall consist of 6 members with a quorum of 3 Councillors.

## **9 TERMS OF REFERENCE – PLANNING COMMITTEE**

- 9.1** The Committee will consider and makes representations, on behalf of the Council, to the relevant authority regarding planning applications in the Parish.
- 9.2** 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 parish.
- 9.3** The Committee shall make representations in respect of appeals against refusal of planning permission.
- 9.4** The Committee shall make representations to the relevant authority in respect of enforcement action, or any matters considered to be breaches of planning regulations.
- 9.5** The Committee shall comment on street naming, on behalf of the Council, where requested.
- 9.6** 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.
- 9.7** The Committee may, in line with Resolution 32/14P, co-opt members from relevant parish groups to provide advice and assistance to Council. Co-opted members may join discussions but will not have a vote.
- 9.8** The Committee shall consist of 6 Councillors, being 3 from each of the two parish wards, with a quorum of 3 Councillors.



## **10 TERMS OF REFERENCE – POLICY COMMITTEE**

- 10.1** The Committee will oversee the Council's general policies and undertake an annual review making recommendations as necessary to the Full Council.
- 10.2** The Committee when undertaking the annual review will advise the Full Council of any identified none compliance.
- 10.3** The Committee shall consist of 4 Councillors with a quorum of 3 Councillors.

## **11 TERMS OF REFERENCE – YOUNG PEOPLE**

- 11.1** The Committee will act as a steering group to consider whether and how to reconvene the Youth Council.
- 11.2** The Committee will research the most relevant communications options for reaching young people in the parish.
- 11.3** The Committee may co-opt members of the public to provide advice and assistance. Co-opted members of the public may join in discussions but will not have a vote.
- 11.4** The Committee will submit a work programme for the following financial year to the autumn Finance Committee and be responsible for managing an appropriate budget delegated from the Full Council.
- 11.5** The Committee shall consist of 4 members with a quorum of 3 Councillors.

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

C = Chair  
VC = Vice Chair

	Cllr Walters	Cllr Upton-Loach	Cllr Plant	Cllr Martin	Cllr Hardwick	Cllr Boyce	Cllr Bloor	Cllr Mosley	Cllr Meakin	Cllr Hill	Cllr Hall	Cllr M Forster	Cllr B Forster	Cllr Dunn
Ward	Great Haywood							Little Haywood						
Full			C				VC							
Communications					C	VC								
Complaints							C						VC	
Employment				VC			C							
Environment							VC							
Events			C										VC	
Finance			C											
Leisure														
Planning							C					VC		
Policy			VC		C									
Young People													C	