

COLWICH PARISH COUNCIL



PD002 COMMITTEES

©This document is the property of Colwich Parish Council
Parish Centre, St. Mary's Road, Little Haywood, Staffordshire, ST18 0TX
Telephone: 01889 882665 It must not be copied, or the
contents otherwise used, without the consent of the owner.

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	June 2026
------------------	-----------

This document version was approved by:

Full Council	July 2026
Chairman of Council	Wendy Plant

Document Review Schedule:

Next Mandatory Review by:	July 2027
---------------------------	-----------

Revision History

Version	Issue Date	Document ID	Reason for Change	Section(s) Changed
1		PD002	Initial issue	None
2	09/2018	PD002-02	Annual Review	1,3,6,8
3	12/2018	PD002-03	New Chairman Cllr resignations	None
4	02/2019	PD002-04	Add Events, reordering of general paragraphs.	1-8
5	12/2019	PD002-05	New Chairman Annual review	5
6	10/2021	PD002-06	Annual review	All
7	10/2022	PD002-07	Annual review	All
8	12/2023	PD002-08	Annual review	All
9	07/2024	PD002-09	Annual review	All
10	07/2025	PD002-10	Annual review	All
10a	12/2025	PD002-10a	New members	Appendix
10b	05/2026	PD002-10b	New members	Appendix
11	07/2026	PD002-11	Annual review	All

COMMITTEES

CONTENTS

1	COMMITTEE STRUCTURE	4
2	COMMUNICATIONS COMMITTEE	5
3	COMPLAINTS COMMITTEE	5
4	EMPLOYMENT COMMITTEE	6
5	ENVIRONMENT COMMITTEE	6
6	EVENTS COMMITTEE	7
7	FINANCE COMMITTEE	7
8	LEISURE COMMITTEE	8
9	NEIGHBOURHOOD PLAN COMMITTEE	8
10	PLANNING COMMITTEE	9
11	POLICY COMMITTEE	9
12	YOUNG PEOPLE COMMITTEE	9
	COMMITTEE/COUNCILLOR MATRIX	11

COMMITTEES

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** Neighbourhood Plan
 - 1.1.9** Planning
 - 1.1.10** Policy
 - 1.1.11** 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 Chief Officer, Head Lengthsman, Finance Officer or Communications Officer. 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 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) and Scheme of Delegation (PD126), will be final in deciding whether an activity falls within the remit of the Committee and/or to move funds between different activities, when the decision should be reported to the Finance Committee and Full Council.
- 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 on 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.

COMMITTEES

- 1.8** The Membership of Council Committees will be listed on the Committee/Councillor Matrix, as well as on the Minute/Agenda page for each Committee, and will be updated following any changes, outside the scope of the annual review.

2 COMMUNICATIONS COMMITTEE

- 2.1** The Committee is responsible for the overview of all aspects of the communications with residents of Colwich parish.
- 2.2** The Committee will agree items for the parish Newsletter which may be signed off either by the Full Council or the Committee.
- 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 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.

COMMITTEES

4 EMPLOYMENT COMMITTEE

- 4.1** The Committee will be responsible for the recruitment, training and development of Officials.
- 4.2** Two members of the Committee, including the Chairman, along with the Chief Officer will make up, as necessary, a recruitment panel. The Chairman of the Committee will chair the panel. Other members of the Committee, or the Chairman of the Council, will deputise, where necessary, to avoid any conflicts of interest.
- 4.3** The Committee, working with the Chairman of the Council, will be responsible for the annual employee performance targets and reviews. The Vice Chairman of the Committee will assist the Chairman of the Council in respect of the Chief Officer's annual appraisal as well as "spot checks" on other officials' annual appraisals. See Staff Appraisal (PD106).
- 4.4** 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.
- 4.5** 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.
- 4.6** In both circumstances above, no Councillor involved in bringing the disciplinary case may sit on the hearing or appeal panel.
- 4.7** 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.
- 4.8** 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.
- 4.9** The Committee shall consist of 4 Councillors with a quorum of 3 Councillors. The Vice Chairman of the Council will Chair the Committee.

5 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.

COMMITTEES

- 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 EVENTS COMMITTEE

- 6.1** The Committee shall oversee the Council's events including, but not limited to:
 - 6.1.1** Booking entertainment.
 - 6.1.2** Booking food and drink vendors.
 - 6.1.3** Booking community and other stalls.
 - 6.1.4** Proposing start and end times for the event.
 - 6.1.5** Organising any stewards for the event.
- 6.2** The Committee shall oversee all other Council public events and competitions as and when required.
- 6.3** The Committee shall oversee health and safety for all Council events through the Chief Officer.
- 6.4** 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.
- 6.5** 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.
- 6.6** The Committee shall consist of 6 Councillors with a quorum of 3 Councillors.

7. 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.

COMMITTEES

- 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 (Environment and Leisure) as well as the Vice Chairman of the Council as Chairman of the Employment Committee, see 4.8 above, with a quorum of 3 Councillors. The Chairman of the Council will Chair the Committee.

8 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 NEIGHBOURHOOD PLAN COMMITTEE

- 9.1** The Committee may consider and reach a position on any matter which affects the revision of the 2016 Neighbourhood Plan including, but not limited to, issuing of a revised questionnaire, to gauge residents' opinions on issues to be agreed by the Committee and submitting a draft revised Plan, informed by responses, to Full Council for "sign-off".
- 9.2** The Committee may co-opt up to 6 members from relevant parish groups or individuals, to provide advice and assistance. Co-opted members may join discussions but will not have a vote.

COMMITTEES

- 9.3** 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.
- 9.4** The Committee shall consist of 6 Councillors plus up to 6 co-opted members, with a quorum of 3 Councillors.
- 9.5** The Chairman and Vice Chairman of the Council shall be the Chairman and Vice Chairman of the Committee.

10 PLANNING COMMITTEE

- 10.1** The Committee will consider and makes representations, on behalf of the Council, to the relevant authority regarding planning applications in the Parish.
- 10.2** 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.
- 10.3** The Committee shall make representations in respect of appeals against refusal of planning permission.
- 10.4** The Committee shall make representations to the relevant authority in respect of enforcement action, or any matters considered to be breaches of planning regulations.
- 10.5** The Committee shall comment on street naming, on behalf of the Council, where requested.
- 10.6** The Chairman of the Committee may temporarily suspend Standing Orders 1.7 and 1.8 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.
- 10.7** 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.
- 10.8** The Committee shall consist of 6 Councillors, being 3 from each of the two parish wards, with a quorum of 3 Councillors.

11 POLICY COMMITTEE

- 12.1** The Committee will oversee the Council's general policies and undertake an annual review of each policy, split into four separate meetings (PD001-005; PD006-010; PD011-015 and PD016-020), making recommendations as necessary to the Full Council.

COMMITTEES

12.2 The Committee when undertaking the annual review will advise the Full Council of any identified non-compliance.

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

12 YOUNG PEOPLE

12.1 The Committee will act as a steering group to consider whether and how to reconvene the Youth Council.

12.2 The Committee will research the most relevant communications options for reaching young people in the parish.

12.3 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.

12.4 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.

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

SIGNED	<i>W^o Plant</i>
COUNCILLOR WENDY PLANT, PARISH COUNCIL CHAIRMAN	

COMMITTEES

C = Chair VC = Vice Chair	Cllr Dunn	Cllr B Forster	Cllr M Forster	Cllr Hall	Cllr Hill	Cllr Meakin	Cllr Mosley	Cllr Bloor	Cllr Annett	Cllr Hardwick	Cllr Martin	Cllr Plant	Cllr	Cllr Lowbridge	Total
Ward	Great Haywood							Colwich & Little Haywood							14
Full Council								VC				C			14
Comms	VC									C					4
Complaints		VC						C							4
Employment								C			VC				4
Environment		VC						C							6
Events												C			6
Finance	VC											C			4
Leisure	C														6
N'hood Plan								VC				C			6
Planning			VC					C							6
Policy	VC									C					4
Young People			C											VC	4