

# *Northhill Parish Council*

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## **Terms of Reference–Council Committees**

The Chairman & Vice Chairman of the Council are ex- officio members of all Committees. If vacancies exist, members can join at any time during the Council year by resolution of individual Committee.

### **HIGHWAYS AND OPEN SPACES**

Membership:

The Highways and Open Spaces Committee will comprise of 5 members as determined by the Council at its annual meeting. plus the Chairman and Vice – Chairman ex officio.

Quorum - 3, unless otherwise determined by the council.

Terms of Reference:

(a) To deal with all matters relating to Highways and Open Spaces in the parish of Northill.

(d) To spend funds within pre-budgeted figures for Highways and Open Spaces subject to the correct financial procedures being followed as laid down in the standing orders of Northill Parish Council.

(e) To prepare estimates of expenditure for consideration by the Council when preparing the following years budget.

### **PLANNING COMMITTEE:**

Membership:

The Planning Committee will comprise of 5 Members as determined by the Council at its annual meeting plus the Chairman and Vice –Chairman ex officio

Quorum - 3, unless otherwise determined by the council.

Terms of Reference:

- (a) To deal with all matters relating to development control within the parish.
- (b) To respond to Planning Applications.
- (c) To respond to Planning Consultations.
- (d) To arrange public planning consultations as required.

## **ESTABLISHMENT COMMITTEE**

Membership:

The Establishment Committee will comprise of 5 members as determined by the Council at its annual meeting plus the Chairman and Vice –Chairman ex officio.

Quorum - 3, unless otherwise determined by the council.

Terms of Reference:

- (a) To deal with all matters relating to Recruitment of Staff
- (b) To oversee the appraisal process.
- (c) To review staff pay annually and job descriptions and contracts as required.
- (d) To deal with other staffing issues as they arise
- (e) To review the policies and procedures of Northill Parish Council at least annually and make recommendations to Full Council.
- (f) To deal with any other urgent matters which are not specifically reserved to the Council for decision and are not included in the terms of reference of any other Committee.

## **GRIEVANCE COMMITTEE**

Membership

The Grievance Committee will comprise of 5 members as determined by the Council at its annual meeting plus the Chairman and Vice –Chairman ex officio.

Quorum – 3, unless otherwise determined by the council.

Terms of Reference

To hear cases and make determinations in accordance with the Council's Grievance, Disciplinary and Complaints procedures.

## **CHURCHYARDS AND CEMETERIES COMMITTEE**

### Membership

The Churchyards and cemeteries Committee will comprise of 4 members as determined by the Council at its annual meeting plus the Chairman and Vice – Chairman ex officio.

Quorum – 3, unless otherwise determined by the council.

### Terms of Reference

(a) To deal with all matters relating to Churchyards and cemeteries in the parish of Northill.

(d) To spend funds within pre-budgeted figures for Churchyards and cemeteries subject to the correct financial procedures being followed as laid down in the standing orders of Northill Parish Council.

(e) To prepare estimates of expenditure for consideration by the Council when preparing the following year's budget.

(f) To review cemetery fees and regulations on an annual basis.

## **MATTERS RESERVED FOR DECISION BY THE COUNCIL:**

The under mentioned matters shall be reserved for decision by the Council itself:

(a) All matters for which the approval of the Council itself is required by statute;

(b) The appointment of Standing or Special Committees and of other ad hoc bodies, excluding Sub-Committees, which shall be a matter for decision by the Standing Committees themselves;

(c) The promotion of or opposition to legislation including byelaws;

(d) The making, alteration or revocation of Standing Orders and the waiver or modification thereof;

(e) The giving of evidence before Commissions, Inquiries and similar bodies and the formal expression of views on the reports of such bodies;

(f) The appointment or dismissal of the Clerk to the Council;

(g) All major policy matters.

### **POWERS DELEGATED TO ALL COMMITTEES:**

All Committees may take decisions in the Council's name, provided that:

(a) Such decisions are within the Council's powers and are not matters specifically reserved for the Council itself;

(b) Such decisions are within their terms of reference, do not fall within the terms of reference of any other Council body, are in accordance with Standing Orders and do not conflict with the overall policy direction of the Council;

(c) Expenditure incurred is provided for in the approved estimates or is wholly reimbursable;

(d) There is no conflict with a decision of another Council body. In cases where there is conflict the matter shall be referred for consideration by the Council for determination.

(e) All Standing Committees shall elect, annually, a Chairman and a Vice-Chairman

### **POWERS DELEGATED TO THE CHAIRMAN THE COUNCIL:**

The Chairman has the authority to convene a meeting of Council.

### **POWERS DELEGATED TO THE CLERK OF THE COUNCIL;**

In consultation with the Chair and Vice Chair, the Council or committee can delegate authority to the clerk.

## **POWERS DELEGATED TO THE CHAIRMEN AND VICE-CHAIRMEN OF ALL COMMITTEES:**

Chairmen and Vice-Chairmen of all Standing Committees of the Council may, on report from the Clerk, take decisions:

- (a) To cancel or, vary the date of or convene additional meetings of their Committees.
- (b) In individual cases, and where exceptional circumstances apply, waive or vary a charge normally levied for a service provided by the Council.
- (c) To approve, in cases of urgency, the terms of any formal response required of the Council to any outside body.
- (d) To approve the terms of any press release on matters within the terms of reference of their Committee.
- (e) To approve the Council's response to planning applications which, by reason of consultation deadlines, cannot be first reported to the Council.

L Bacon 24.11.11

Adopted 5.12.12