

## **HAWKWELL PARISH COUNCIL - TERMS OF REFERENCE FOR COMMITTEES.**

### **1 The Terms of reference for the Policy Committee are:**

- To develop and maintain a strategic plan for the parish;
- To monitor progress and council actions in pursuit of that strategy;
- To monitor new legislation and guidance from NALC/EALC and to develop policy responses as necessary.
- To develop and monitor policies for all aspects of Council Governance that satisfy the legal obligations and are congruent with the approved strategic direction; and
- To review policies and the consequences of implementation of policy and to adapt policies as necessary to meet changing circumstances.

### **2 The terms of reference of the Finance Committee are:**

- Reviewing and updating the Financial Regulations and ensuring they are observed by the Council;
- Overseeing the Financial Administration of the Council;
- Maintaining the Financial Planning system including the determination of budgets;
- Monitoring Performance against budgets and taking any necessary action;
- Monitoring purchasing decisions to ensure a value for money approach to all aspects of Council activity in accordance with Financial Regulations;
- Receiving and Reviewing Audit Reports and arranging for implementation of any recommendations;
- Monitoring the policy on the management of reserves;
- Undertaking spot checks on the books of accounts and reconciling the books of accounts to the Bank Accounts; and
- Providing advice and guidance to the Chairs of other Committees and to the full Council on all aspects of financial management;
- Appointing sub committees to undertake any specific project work as necessary

### **3 The terms of reference of the General Purposes Committee are:**

- The maintenance, improvement and replacement (on a rolling basis) of the Parish owned street furniture;
- The maintenance of Parish owned street lights, providing replacement and additions as necessary;
- The management and maintenance of Parish Footways;
- As instructed by the full Council to undertake projects such as the annual Christmas Tree Lighting ceremonies;
- Management, through a Working Party, of the annual distribution of Christmas Parcels for qualifying Parishioners;
- Development, through a Working Group, of a Youth Parish Council;
- To undertake project work as directed by Full Council.

**4 The terms of reference of the Health & Safety Sub-Committee are:**

- To deal with matters relating to Health & Safety with powers to act, delegated from the General Purposes Committee, on urgent issues;
- To produce an action plan and timetable to deal with matters arising from the Health & Safety Audit Reports for Managed Open Spaces and the Office;
- To keep under review progress of such action plans and timetables giving due consideration to budgets;
- To deal with any other any other Health & Safety Audit reports that may be commissioned in the future;
- To consider Health & Safety training for staff and members; and
- To undertake any other Health & Safety project work as directed by the General Purposes Committee.

**5 The terms of reference of the Parks, Open Spaces, Conservation and Footpaths Committee are:**

- The development and maintenance of the parks & open spaces for the benefit and enjoyment of the parishioners;
- The maintenance and development of the children's play spaces at Magnolia Park and Elizabeth Close;
- The development and updating of a management plan for the nature reserve and the management of the reserve in accordance with that plan and statutory obligations;
- To work with the other authorities to maintain and develop the public footpaths within the Parish through such as the Parish Paths Partnership;
- To consider the acceptance of other open spaces onto the Parish charge and to make recommendations to full Council.
- To develop a programme of speakers to visit the Committee to improve Members knowledge and awareness and advise on options for the management of parks & open spaces etc.

**6 The Terms of Reference for the Personnel Committee are:**

- To recruit, retain and develop staff to undertake the work of the council;
- To determine the pay and conditions of employment of the staff and to review and update these as necessary to comply with the law and with good practice;
- To determine the staffing levels necessary to efficiently discharge the work required by the council and to review the work loads periodically;
- To ensure the Health and Safety of staff employed by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work;
- To undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to Full Council.

**7 The Terms of Reference for the Appointments Committee are:**

- To deal with the appointment of Councillors to Standing Committees to ensure parish wide representation on all Standing Committees;
- To ensure appropriate development opportunities for all Members on all aspects of the operation of the Council;
- To ensure, in cases where there is an excess of volunteers that the appointments reflect the terms above as far as is possible;
- To encourage, in cases where there are vacancies on Standing Committees, less experienced Members to take up appointments on those Committees.