

Committee Terms of Reference:

- **Staffing Committee** - The Council will following the Annual Meeting establish a Personnel Committee comprising of Chair and Vice Chair of Council and the chairs of the service committees to carry out required tasks such as the appointment, monitoring and where necessary disciplining and dismissal of staff. It will operate performance management systems and appraisals of employees. It will draw up and review job descriptions on at least a yearly basis. It will organise training especially for new staff and ensure that during new staff's probationary period they are adequately supported and supervised. It will decide if performance targets have been met. It is then down to the Full Council to award the financial increase. Any new employee appointment shall be discussed by Full Council prior to advertising for applicants, who shall be interviewed and appointed by the Personnel Committee.
- **Finance Committee** - The Council will, following the Annual Meeting establish a Finance Committee to carry out required tasks such as the monitoring of the budget and expenditure patterns. It will ensure that the full Council is made aware of any noticeable under or over-budget expenditure. It will be responsible for ensuring that the Council gets the best possible return on its money, with regard to Bank Accounts and services, ensuring that as a Council 'Value for Money' is always promoted. It will also monitor the budget details that the Clerk is required to provide to the meetings of every Full Council, Amenities and Finance Committees, to ensure that they are accurate and contain the sort of information to enable reasoned decisions to be made. The Committee will make recommendations to Full Council on budget headings that need less or more finance for the new financial year. The Committee will supervise the Clerk in the preparation of the Annual Financial Documents and be closely involved in the audit process. It will receive auditor's reports and make recommendations to Full Council on systems practices to ensure that we are operating as effectively and efficiently as possible. The Committee will undertake spot checks on financial procedures/systems at its meetings i.e. to ensure that cheques have been signed by authorised signatories and are made out for the correct amount; that any decision involving expenditure was formally proposed and seconded and a vote taken and this is then recorded in the minutes of the meeting etc. Other Committees or the Chair may ask the Committee to report on financial implications of schemes or decisions if that is felt useful. The Committee has powers to deal with any debtors up to £5,000 and then report back to Full Council for ratification.
- **Planning** – The Council will, following the Annual Meeting establish a Planning Committee to carry out the tasks of the Council. It may appoint sub-committees and working parties in order to undertake its duties. The Planning committee determines the Council's views on Town and Country Planning development control issues. It is to prepare and keep under review a policy for future development and planning in the Parish, including regular consultation with the Borough and County Planning departments as appropriate (in doing so to consider all Borough, County and National proposals which may affect future development in the Parish and nominate a delegate who would be authorised to speak on a particular planning application to the authorities concerned). The committee considers all applications for planning permission and Appeals within or in areas adjacent to the Parish and to make appropriate comments to the relevant authorities. To undertake all work

in connection with planning and other public inquiries in which the Council wishes to be involved. The committee generally advises the Council on all aspects of planning in the Parish.

Membership of Committees as at August 2019:

Staffing Committee

Current Chair – Cllr T Ryan	Chair of Finance – Cllr Parkhurst
Current Vice Chair – Cllr Lewis	Cllr Mrs Howells
Immediate Past Chair – Cllr Jones	Cllr Mrs Whittall

Finance Committee

Current Chair – Cllr Parkhurst	Cllr T Ryan (ex officio)	Cllr Mrs Lewis (ex officio)
Current Vice chair – Cllr Jones	Cllr Mrs Robinson	Cllr Gouge Cllr Clarke

Planning Committee

Current Chair – Cllr Hudson	Cllr Mrs Lewis	Cllr Gouge	Cllr Ryan (ex officio)
Current Vice chair – Cllr Mrs Clode	Cllr Jones		

N.B. The Chair and Vice Chair of Council are automatically (ex officio) members of all committees.

Committee Terms of Reference are reviewed annually at the Annual Council Meeting in May.