

## Shaun Jones - Locum Clerk

---

**From:** Shaun Jones - Locum Clerk  
**Sent:** 27 March 2021 17:47  
**Subject:** Draft report on Committee Structure - draft based on AP's input.

Mark,

Following is AP's proposed wording. I have added suggested number of members in red.

It is proposed that in light of the needs of the Council to focus on developing facilities for the public and in the knowledge that we are having additional staffing hours we have :

A Staffing & Policies Committee (formed of the Chairs of the Committees(Vice-chairs in their absence),The Chairman, Vice-Chairman of the Council – 5 members.

A Finance Committee (responsible for monitoring expenditure, setting the budget and precept level to recommend to Full Council etc). – 5 members.

A Services Committee (responsible for overseeing the maintenance and development of the Parish's amenities and services to the village e.g. Lyth Hill Country Park, BH Library, litter collection and picking, footpath maintenance etc). Also the Carbon Neutral Initiative would be part of the remit. This Committee should be clerked by the Deputy Clerk. Membership – All members (an opt out is permissible) – 5 members minimum.

A Planning Committee (Meets ahead of Full Council in the usual schedule. – 5 members.

A terms of reference for each committee to be drafted (based on existing - attached) and what matters are allowable under delegated powers or merely advisory to Full Council. To be presented at Annual Meeting in early May 2021. I have added "Policies" into the Staffing Committee title.

For Monday's meeting will it be the objective to get approval in principle with the ToR's to follow ?

Kind regards,

Shaun Jones  
Locum Clerk  
Bayston Hill Parish Council  
The Parish Office  
Lyth Hill Road  
Bayston Hill  
SHREWSBURY  
Shropshire  
SY3 0EW

Tel/Fax: 01743 874651 Mobile 07458 095619  
Website: [www.baystonhillparishcouncil.org.uk](http://www.baystonhillparishcouncil.org.uk)

Parish Office :