

District of South Cambridgeshire



TERMS OF REFERENCE AND DELEGATED POWERS

AS ADOPTED BY HISTON & IMPINGTON PARISH COUNCIL

ENVIRONMENT COMMITTEE

Reporting in by

Working Party: Sustainability; Public Art

1.0 Terms of Reference

- 1.1 Membership shall comprise 6 members of the Council + ex-officio members
- 1.2 The committee shall normally meet bi-monthly as per the calendar of meeting circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

2.0 Powers

The Environment Committee has the **delegated authority** to:

- 2.1 **Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget**
- 2.1 Arrange for production of and signing off of policies
- 2.2 Support the Environment Statement and continue to review, implement and develop the plan including the Public Art Strategy, Tree Policy and Sustainable Energy
- 2.3 Manage and maintain the public unequipped open spaces including: the War Memorial, Ambrose Way, Manorial Waste, Sec 52, Doctors Close, The Copse, The Coppice, rear of Manor Park, Allotments, Village Green, Homefield Park, trees and street furniture in the sole ownership of the Council, and agree their usage by outside organisations
- 2.4 Oversee condition of public bridleways and report issues to County Council
- 2.5 Manage other land (eg County Council verges) which the Council (on the recommendation of the Committee) accepts temporary responsibility for
- 2.6 Establish and maintain a regular cycle of tree inspections by properly qualified and responsible organisation, and act on those recommendations so as to manage the Council's liability
- 2.7 Recruit and retain volunteers
- 2.8 Maintain the two village signs
- 2.9 Administer the Burial Ground, adhering to agreed Regulations, maintain all the facilities on the site and to approve applications for Exhumation Orders
- 2.10 Administer both allotment sites, Glebe Way Impington, Gatehouse Road, Histon
- 2.11 **Agree the level of charges in respect of the Council's cemetery, allotments and any other areas within the Committee's remit**
- 2.12 Maintain and administer all aspects of the Village Green including: maintenance, bookings, signage, rails, fencing, duck viewing platform
- 2.13 Oversee day to day management and maintenance of assets: e.g. Crossing Keepers Hut, Village Signs, Youth Shelter
- 2.14 Oversee provision of dog and litter bins, refuse and litter picking issues
- 2.15 **Agree the purchase of items of plant and equipment within generally approved budgets where not already identified.**

- 2.16 Initiate new projects and monitor completion of projects

FINANCE LEGAL & ADMINISTRATION COMMITTEE

1.0 Terms of Reference

- 1.1 Membership shall comprise 5 members of the Council + ex-officio members
- 1.2 The Committee shall normally meet quarterly, as per the calendar of meeting circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require. At least one meeting should be called to draft the budget for the following financial year and recommend a precept level to Full Council
- 1.3 The Committee is not responsible for reviewing the salary of employees

2.0 Powers

The Finance Legal & Administration Committee has the **delegated authority** to:

- 2.1 ***Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget***
- 2.2 Review the accounts and estimates throughout the year
- 2.3 Arrange for production of and signing off of policies except Employment
- 2.4 Submit to the Council consolidated estimates of income and expenditure for the next financial year and to recommend the annual Precept required
- 2.5 Review insurance, at least annually
- 2.6 Consider financial implications of any matters raised by Committees and Working Groups
- 2.7 Ensure that the Parish Council meets its internal and external audit requirements and to receive and consider internal and external audit reports
- 2.8 Monitor budget against actual spending
- 2.9 Formulate medium and long term financial strategies
- 2.10 Ensure the Asset Register is accurate and current
- 2.11 Oversee legal aspects of assets e.g. registration, insurance and conduct Strategic Asset review and action as appropriate
- 2.12 Ensure that PAYE is administered in accordance with regulations
- 2.13 Regularly review Parish Council Standing Orders and Financial Regulations
- 2.14 Respond to consultations and requests regarding legal processes
- 2.15 Oversee property matters
- 2.16 Oversee office management issues
- 2.17 Regularly carry out Risk Management Plan and Risk Assessment Reviews and take appropriate action

- 2.18 Authorise the attendance of members or officers at conferences or courses including the incurring of necessary expenditure.
- 2.19 To ensure that the Committees receive up to date Financial Statements at each scheduled meeting

EMPLOYMENT COMMITTEE

1.0 Terms of Reference

- 1.1 Membership shall comprise 4 members of the Council + ex-officio members
- 1.2 The committee shall normally meet quarterly as per the calendar of meeting circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

2.0 Powers

- 2.1 To agree job descriptions for all staff and suitable salaries.
- 2.2 To oversee training opportunities for Committees, Councillors and staff
- 2.3 Annually to review staffing levels and **make recommendations to the Parish Council** now and in the future
- 2.4 To receive annual reports on staff appraisals in October of each year.
- 2.5 Regularly review Employment policies. Conduct an annual review of terms of employment December annually
- 2.6 Chairman and clerk delegated to authorise the advertisement of vacant posts within an agreed staff establishment

PLANNING COMMITTEE

Reporting in by

Task & Finish Group: Darwin Green

1.0 Terms of Reference

- 1.1 Membership shall comprise 9 members of the Council + ex-officio members
- 1.2 The Committee shall normally meet every three weeks as per the calendar of meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

2.0 Powers

The Planning Committee has the **delegated authority** to:

- 2.1 ***Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget***
- 2.2 Make representations to the appropriate planning authority on applications for planning permission
- 2.3 Make representations in respect of appeals against the refusal of planning applications
- 2.4 Identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations
- 2.5 Consider and make representations to the appropriate authorities on any planning related matter or document that may affect the Parish from a planning perspective
- 2.6 Receive and consider applications for planning permission received from the Local Planning Authority. Having regard to the parish map, parish amenities and other relevant considerations, shall make suitable recommendations to the Local Planning Authority as to whether or not planning permission should be granted, withheld or granted subject to certain conditions.
- 2.7 Receive on behalf of the Council such statutory notifications as fall within the function of Town Planning.
- 2.8 Act in respect of any other matter requiring any form of planning consideration and which is within the purview of the Committee and which requires some form of recommendation to the Council.
- 2.9 Represent Council at any Committee, Sub-committee, panel or form of another authority to support the Council's best interests on any matter within the remit of this Committee

HIGHWAYS COMMITTEE

1.0 Terms of Reference

- 1.1 Membership shall comprise 6 members of the Council + ex-officio members
- 1.2 The Highways Committee shall normally meet quarterly as long as there is business to conduct and at such times as the Committee Chairman shall require.

2.0 Powers

The Highways Committee has the **delegated authority** to:

- 2.1 ***Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget***
- 2.2 ***Monitor traffic management, parking and speeding problems within the villages***
- 2.3 Monitor transport issues, including cyclists, Guided Busway, bus service and shelter requests
- 2.4 Co-ordinate with Highways Division and County Council Traffic Management
- 2.5 Make representation to the relevant authority in respect of highways management and maintenance i.e., roads, footpaths, cycle ways, street lighting, Gritting, bollards, street name signs and other observations from walkabouts
- 2.6 Contribute to a transport plan for the villages
- 2.7 Report matters associated with Highways projects and consultations, i.e A14, HCV, Co Op Crossing, Double Yellow line request, speed limit issues, A14 toucan and new and proposed traffic control schemes
- 2.8 Formulate bids for schemes such as Jointly Funded Minor Improvements Schemes

RECREATION COMMITTEE

1.0 Terms of Reference

- 1.1 Membership shall comprise 5 members of the Council + ex-officio members
 - The Committee can co-opt up to FOUR members of the major user groups (currently Histon Bowls Club, Histon Cricket Club, Histon Hornets and Histon Tennis Club)
 - co-opted members can vote on management of land and buildings as long as it is for items within a budget determined by the Council, but not on matters relating to financial aspects of hiring and fees of the facilities provided by the Council
 - 3 Parish Council members shall constitute a quorum at Recreation Ground Committee meetings. The meetings will only be quorate if **3 Parish Council** members are present. Co-opted members may only vote on items with budget determined by the Committee when the meeting is quorate. The number of voting club representatives must not exceed the number of Parish Council members present and able to vote at any meeting and under such circumstances no vote shall take place
 - If a quorum is not present when the committee meets or if during a meeting the number of Councillors present (and not debarred by reason of a declared prejudicial interest) falls below the required quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such a day as the Chairman may fix
- 1.2 The Committee shall normally meet monthly as per the calendar of meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

2.0 Powers

The Recreation Committee has the **delegated authority** to:

- **2.1 Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget**
- 2.2 Review annually and when deemed necessary, the fees required for the hiring of the rooms and grounds in the Council's ownership
- 2.3 Manage and maintain the buildings and public open spaces at 12 New Road, the Recreation Ground, South Road and the Green Play Area in the sole ownership of the Council
- 2.4 Discuss, review and manage sporting and recreation facilities
- 2.5 **Submit to the Council** proposals for new and improved services
- 2.6 **Approve rents and fees** for persons using the facilities provided by the Council
- 2.7 **Approve annual fees** for member clubs
- 2.8 **Approve hiring agreements**
- 2.9 At its first meeting in the financial year plan and review the budget