



**(Adopted by Yatton Parish Council, 20 April 2009, as amended
10 May 2010)**

TERMS OF REFERENCE OF COMMITTEES

Matters reserved to Full Council

The following matters are reserved to Full Council (where appropriate, on the recommendation of a committee):

- The approval of the Council's annual budget and the setting of a precept
- The approval of the Council's Statement on Internal Control (including the review of the effectiveness of the Council's system of internal audit)
- The approval of the Council's annual accounts
- The consideration of the external auditor's report where the auditor requires it to be considered at a meeting of the Council
- Any decision to borrow money or to apply for permission to borrow
- The passing of a resolution to make the Council eligible to exercise the power to promote well-being
- The incurring of expenditure, whether included within budgetary provision or not, on any individual item or contract in excess of £5000
- Any variation or waiver of the Council's procurement policy
- Matters relating to Cadbury Hill
- The co-option of a member to fill a casual vacancy or the appointment of additional members
- The appointment of the Clerk

FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE

The committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights

Responsibilities common to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- In conjunction with the Clerk/RFO to monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible

Responsibilities specific to this committee:

- This committee has delegated responsibility for the overall management of the council's finances and any other matter which does not fall within the scope of any other committee and is not reserved to Full Council
- To deal with personnel matters including those allocated to the committee by the Council's Grievance and Disciplinary Procedures
- To appoint staff (other than the Clerk) and determine and review their terms and conditions of employment
- To manage the Parish Office in Yatton Library
- To propose the Council's annual precept and obtain Full Council approval for it.
- To ensure that an adequate and effective system of internal audit of the council's records and control systems is maintained as required by the Accounts and Audit Regulations
- To implement an annual salary review for parish council employees, giving due regard to staff development and NALC guidelines.
- To review regularly in conjunction with the RFO, the council's insurance arrangements ensuring that the property and risks are adequately insured.
- To review the effective operation of the council, its policies and procedures, including maintaining Quality Parish Council status.
- To develop communications with the electorate and other partners (other than on strategic planning matters)
- To authorise payments in cases of urgency or where it is inconvenient to await the next meeting of full Council

AMENITIES AND PROPERTIES COMMITTEE

The committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights

Responsibilities common to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from the Finance, Personnel and Administration Committee and then from Full Council
- In conjunction with the Clerk/RFO to monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible

Responsibilities specific to this committee:

- In accordance with council policy this committee has delegated responsibility for all matters relating to land and buildings owned or leased or managed by the Council (other than the Parish Office in Yatton Library), including:

Broadcroft, Rock Road and Hangstones Playing Fields and associated buildings, Glebelands, the War Memorial Gardens and the parish car park; the allotments and the burial ground(s); streetlights owned by the Council and Christmas lights and decorations as well as tools and equipment used in the maintenance of its amenities and properties.

PLANNING COMMITTEE

The committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights

Responsibilities specific to this committee:

1. In accordance with council policy and operating at all times via the medium of the parish clerk, this committee has delegated responsibility for all matters relating to planning and the environment (except where these relate to land owned, leased or managed by the Council) and for community services such as community consultation and strategic community planning
2. to respond to North Somerset Council on any matter relating to planning applications/development control; and
3. to encompass all areas pertaining to planning which affects Yatton Parish.
4. To be responsible for the development and promotion of strategic policies concerned with national and local government plans and initiatives such as the Transport Plan, Local Plan, Waste Strategy, Sustainable development, etc.
5. To be responsible for all matters relating to public footpaths and bridleways, public transport and the condition of highways infrastructure not owned by the council.

ADVISORY COMMITTEES

(Note: advisory committees do not have the power to make decisions on behalf of the Council, to make policy on behalf of the Council or to incur expenditure)

ROAD SAFETY ADVISORY COMMITTEE

To consider and make recommendations to Full Council on any matter relating to road safety

To co-operate with other organisations in Yatton and Claverham on any matter relating to road safety.

HANGSTONES REDEVELOPMENT ADVISORY COMMITTEE

To consider and make recommendations to Full Council on any matter relating to the redevelopment of Hangstones Pavilion

BURIAL GROUND ADVISORY COMMITTEE

To consider and make recommendations to Full Council on any matter relating to a possible new burial ground.