



## Yatton Parish Council

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*OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham*

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### TERMS OF REFERENCE OF COMMITTEES

**(Adopted by Yatton Parish Council, 20 April 2009, as amended & agreed 10 May 2010, 16 May 2011, 14 May 2012, 9 May 2016 and May 6<sup>th</sup> 2021.**

#### **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
- 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 general power of competence.
- 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.
- 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 Hangstones Pavilion.
- 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 annually the Parish Council's Risk including all Assessments.
- 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.
- To make grants to organisations working for the community in Yatton and Claverham

## **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 and Cadbury Hill), including:

- Hangstones Queen Elizabeth II field, play area and pavilion.
- Broadcroft field and play area.
- Rock Road field and play area and the interests of the Parish Council as lessor of part of the land.
- Glebelands, the Village Green and the parish car park.
- the War Memorial and gardens.
- Mendip Road allotments.
- Arnolds Way Allotments (once opened).
- Rectory Way burial ground.
- Streetlights owned by the Council.
- Christmas lights and decorations.
- 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:**

In accordance with council policy 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.

- To respond to North Somerset Council on any matter relating to planning applications/development control; and
- To encompass all areas pertaining to planning which affects Yatton Parish.
- 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.
- 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.
- Any matters relating to the Yatton & Claverham Neighbourhood Plans that are not required to go to Full Council.

## **WORKING GROUPS**

(Note: working parties do not have the power to make decisions on behalf of the Council, to make policy on behalf of the Council, to make commitments on behalf of the Council or to incur expenditure).

### **NEW BURIAL GROUND WORKING GROUP**

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

### **WAKEDEAN GARDENS WORKING GROUP.**

To consider and make recommendations to Full Council/Planning Committee on any matter related to Wakedean Gardens.

### **PUBLIC TRANSPORT WORKING GROUP.**

To consider and make recommendations to Full Council/Planning Committee on any matter related to Public Transport.

### **BUSINESS SUPPORT WORKING GROUP.**

To consider and make recommendations to Full Council/Planning Committee on any matter related to supporting and encouraging businesses within the Parish.

### **ROAD SAFETY WORKING GROUP**

To consider and make recommendations to Full Council on any matter relating to road safety in the parish.

### **PLAY AREA WORKING GROUP**

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to play areas.

### **HANGSTONES ALTERATIONS WORKING GROUP**

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to Hangstones alterations.

### **NEW ALLOTMENTS WORKING GROUP**

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to the new allotments on Arnolds Way.

### **NEW SCHOOL WORKING GROUP**

To consider and make recommendations to Full Council on any matter related to the new school on Chestnut Park.

### **TECHNICAL SUPPORT WORKING GROUP**

To assist the Clerk on any technical matters as required.

### **JOINT NEW MEDICAL CENTRE WORKING**

To consider and make recommendations to Full Council/Planning Committee on any matter related to the new proposed medical centre.

### **CLIMATE EMERGENCY WORKING**

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to climate emergency.

### **STATION FOOTBRIDGE ROOF & CYCLE RAMP WORKING**

To consider and make recommendations to Full Council/Planning Committee on any matter related to the station footbridge roof and cycle ramp.

### **CHRISTMAS LIGHTS WORKING GROUP**

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to the Christmas Lights display.

### **HANGSTONES EMERGENCY BASE WORKING GROUP**

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to using Hangstones Pavilion as a base during an emergency.

### **LIBRARY STRATEGY WORKING GROUP**

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to Yatton Library and the progression of the Library Strategy 2021-2031.