

**WOOLSTON PARISH COUNCIL 24 MAY 2023**  
**REPORT OF THE CLERK**  
**TERMS OF REFERENCE FOR COMMITTEES 2023-24**

**Appointment of Committees and Delegations**

That the Council consider the appointment of the following committees with the composition, role and functions indicated:

**Finance and General Committee**

All members of the Council.

The Committee shall undertake the following role and functions:

1. To determine all the resource requirements of the Council and make recommendations to the Council. Resources include finances, land and property, employees and contractors;
2. To make recommendations to the Council on the issue, variance and termination of employment contracts and associated matters in accordance with standing orders;
3. To recommend to the Council an annual budget and precept;
4. To regularly monitor income and expenditure and to make any recommendations to the Council;
5. To make recommendations to the Council on applications for grant aid having regard to any procedure or policy adopted by the Council;
6. To review the following and make recommendations to the Council:
  - a. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
  - b. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - c. Review of inventory of land and other assets including buildings and office equipment;
  - d. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - e. Review of the Council's and/or staff subscriptions to other bodies;
  - f. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation;
  - g. Review of the Council's policy for dealing with the press/media;
  - h. Review of the Council's employment policies and procedures;
  - i. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
  - j. Review of the Council's complaints procedure;
  - k. Review of standing orders, financial regulations and risk assessment;
  - l. Review the Code of Conduct.

**Environment and Amenities Committee**

All members of the Council.

The Committee shall undertake the following roles and functions:

1. To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of the allotments function;
2. To make recommendations to the Finance and General Committee on the resources necessary to discharge the allotments function;

3. To make recommendations to the Council on matters relating to the Hillock Lane Amenity Area, Woolston Playing Fields and Martinscroft Village Green;
4. To make recommendations on the maintenance and provision of bus shelters;
5. To make recommendations to the Council on matters relating to the environment and amenities in the parish.

**Recommendation**

That the Council determine the appointment of committees and the composition, role and functions.