

WOOLSTON PARISH COUNCIL

TERMS OF REFERENCE FOR COMMITTEES 2019-20

Appointment of Committees and Delegations

The parish council appoint the following committees with the composition, quorum and role and functions indicated:

Finance and General Committee

All members of the Council.

The Committee shall undertake the following role and functions:

- To determine all the resource requirements of the council and make recommendations to the council. Resources include finances, land and property, employees and contractors;
- To make recommendations to the council on the issue, variance and termination employment contracts and associated matters in accordance with standing orders;
- To recommend to the council an annual budget and precept;
- To regularly monitor income and expenditure and to make any recommendations to the council.
- To make recommendations to the Council on applications for grant aid having regard to ant procedure or policy adopted by the Council.
- To review the following procedures and make recommendations to the council:
 - arrangements for insurance cover in respect of all insured risks;
 - inventory of land and assets including buildings and office equipment;
 - staff subscriptions to other bodies;
 - the Council's complaints procedure
 - the Council's procedures for handling requests made under the Freedom of Information Act 2000, the Data Protection Act 1998, the General Data Protection Regulations and any subsequent legislative requirements.
 - the Council's policy for dealing with the press/media
 - arrangements, including agency arrangements with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - standing orders, financial regulations and risk assessment;
 - Code of Conduct

Environment and Amenities Committee

All members of the Council.

- The Committee shall undertake the following roles and functions:
 - To make recommendations to the council on the formulation of any policy or strategy in relation to the discharge of the allotments function;
 - To make recommendations to the Finance and General Committee on the resources necessary to discharge the allotments function;
 - To make recommendations to the council on matters relating to the Hillock Lane Amenity Area, Woolston Playing Fields and Martinscroft Village Green;
 - To make recommendations on the maintenance and provision of bus shelters;
 - To make recommendations to the council on matters relating to the environment and amenities in the parish.