

WOOLSTON PARISH COUNCIL 16 MAY 2024
REPORT OF THE CLERK
TERMS OF REFERENCE FOR COMMITTEES 2024-25

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.