

The Ivers Parish Council

Terms of Reference and Delegated Powers of Committees

Amenities Committee	Highways & Infrastructure Committee	Policy Finance & General Purposes Committee.
<p>Membership:</p> <p>(i) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders:</p> <p>(ii) The Committee shall consist entirely of Councillors (as per Local Government Act 1972 Section 102 (3));</p> <p>(iii) Members of the Committee (6 minimum) are established at the Annual Parish Meeting (as per Standing Orders);</p> <p>(iv) Co-opted Councillors may join during year if authorised by Parish Council;</p> <p>(v) The Chairman of the Amenities Committee is ex-officio on the Policy, Finance and General Purposes Committee;</p> <p>(vi) Three members or one third of the total membership of the Committee shall constitute a quorum for meetings whichever is the greater (As per Standing Orders)</p> <p>(vii) The Chairman and Vice Chairman of the Committee shall be appointed at the first meeting of the Committee during Municipal Year (as per Standing Orders)</p>	<p>Membership:</p> <p>(i) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders:</p> <p>(ii) The Committee shall consist entirely of Councillors (as per Local Government Act 1972 Section 102 (3));</p> <p>(iii) Members of the Committee (6 minimum) are established at the Annual Parish Meeting (as per Standing Orders);</p> <p>(iv) Co-opted Councillors may join during year if authorised by Parish Council;</p> <p>(v) The Chairman of the Highways & Infrastructure Committee is ex-officio on the Policy, Finance and General Purposes Committee;</p> <p>(vi) Three members or one third of the total membership of the Committee shall constitute a quorum for meetings whichever is the greater (As per Standing Orders)</p> <p>(vii) The Chairman and Vice Chairman of the Committee shall be appointed at the first meeting of the Committee during Municipal Year (as per Standing Orders)</p>	<p>Membership:</p> <p>(i) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders:</p> <p>(ii) The Committee shall consist entirely of Councillors (as per Local Government Act 1972 Section 102 (3));</p> <p>(iii) Chairman of Amenities, Planning, Highways & Infrastructure Committees form part of the Committee along with other members.</p> <p>(iv) Members of the Committee (6 minimum) are established at the Annual Parish Meeting (as per Standing Orders);</p> <p>(v) Co-opted Councillors may join during year if authorised by Parish Council;</p> <p>(vi) Three members or one third of the total membership of the Committee shall constitute a quorum for meetings whichever is the greater (As per Standing Orders)</p> <p>(vii) The Chairman and Vice Chairman of the Committee shall be appointed at the first meeting of the Committee during Municipal Year (as per Standing Orders)</p>

<ul style="list-style-type: none"> • Frequency of Meetings: Meetings are held 5 times per annum. Extra meetings can be called as appropriate to council business. • Delegated Powers: <ul style="list-style-type: none"> a) The Committee will be able to spend up to the Budget, other requests will be forwarded to Policy, Finance and General Purposes Committee; b) To monitor the financial performance of the Amenities and Sports Pavilion budgets against estimates and to set a budget for approval by the Policy, Finance and General Purposes Committee each year c) All spending and decisions relating to: Sports Buildings, Recreation Grounds, Playgrounds, Allotments Mud Wharves Nature Reserve Cottage in the Woods footpath Burial Ground/Closed Churchyard St Leonard's Mound, Land at Swan Road, Jubilee Pavilion d) To make all decisions regarding policy and strategic matters relating to all of the above e) To formulate a budget for revenue expenditure/capital for the next financial year, ready to recommend to Resources November meeting; f) To propose, cost, obtain estimates for capital works subject to the permission of council; g) To set rents and fees for persons or groups using the facilities provided by the Parish Council; h) To exercise the 	<ul style="list-style-type: none"> • Frequency of Meetings: Meetings are held 4 times per annum. Extra meetings can be called as appropriate to council business. • Delegated Powers: <ul style="list-style-type: none"> a) The Committee will be able to spend up to the Budget, other requests will be forwarded to Policy, Finance and General Purposes Committee; b) To monitor the financial performance of the Highways & Partnerships budgets against estimates and to set a budget for approval by the Policy, Finance and General Purposes Committee each year. c) All decisions relating to : Road safety and highways works e.g. HGV licences, road signs, road closures, village gates, pedestrian crossings, speed restrictions, parking restrictions, weight restrictions, traffic calming, and local transport, highway trees, cycleways, bus shelters, seats, bins notice boards and Parish gates Infrastructure eg consultation responses, transport assessments d) All spending and decisions relating to Parish Street Lighting. e) To make all decisions regarding policy and strategic matters relating to all of the above f) To make all decisions with regard to matters arising from the District and County Councils g) To consider and develop action plans as necessary with regard to any third party infrastructure projects affecting the Parish. h) To formulate a budget for revenue expenditure/capital for the next financial year, ready to recommend to Policy, Finance and 	<ul style="list-style-type: none"> • Frequency of Meetings: Meetings are held 5 times per annum. Extra meetings can be called as appropriate to council business. • Delegated Powers: <ul style="list-style-type: none"> a) To spend up to its allocated budget each year b) To regulate, manage and control the finance and resources of the Parish Council, including the recommendation to Parish Council of the annual budgets and precept within the Council's Financial Regulations c) To review the expenditure on capital schemes and all budgets, including the setting of (and changes to) the Earmarked Reserves; d) To provide guidance to Committees and Council on overall levels of income and expenditure; e) To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information; f) To ensure the adequacy of all insurances relating to council property, including periodic review of the items of insured property as listed; This to include the authority to make relevant changes to the list, and for the 'writing off/disposal of' of items no longer required for council use. To take responsibility for all claims in respect of insurance policies. g) To ensure the preservation of probity and good financial and other practices within the Council; h) To consider and take action on all reports
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<p>delegated powers and duties of the Council with respect to the provision, care and development of:-</p> <p>All buildings (except administrative offices), open spaces, allotment and horticultural areas whether owned, leased or managed by the Council;</p> <p>i) To exercise the delegated powers and duties of the Council with respect to the provision, care and development of:</p> <p>Sporting, cultural and recreational facilities provided by the Council and to review the local provision of such facilities;</p> <p>j) To submit to Council proposals for new and improved services;</p> <p>k) The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.</p>	<p>General Purposes Committee November Meeting;</p> <p>i) The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.</p> <p>j) To liaise with partner authorities regarding services that they provide for us or that we are providing on their behalf.</p>	<p>arising from both internal and external auditors and to report to the Parish Council</p> <p>i) To take steps to review, identify and manage key risks facing the Council, and to decide upon appropriate measures to avoid, reduce or control those risks or their consequences;</p> <p>j) To provide regular monitoring reports to the relevant Committees on levels of income and expenditure in accordance with authorised budgets. The Committee has ultimate responsibility to ensure financial balance and probity of the Parish Council;</p> <p>k) To consider and where appropriate, authorise any requests for supplementary expenditure from spending committees;</p> <p>l) The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work (e) (l) to review the internal audit process and appoint internal auditor.</p> <p>m) To take responsibility for the investments and borrowings of the Council.</p> <p>n) To write off irrecoverable debts.</p> <p>o) To authorise delegated powers to officers.</p> <p>p) Responsible for Health and Safety on all premises.</p> <p>q) To review Standing Orders and Financial Regulations and make recommendations to full Council for any changes.</p> <p>r) To review and update all</p>
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		<p>policies on an annual basis.</p> <p>Responsible for all decisions and Policy and strategic matters including Donations/grants to other organisations, subscriptions, training for staff and councillors, purchase of books and papers, administration, office premises, professional services and fees.</p>
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Planning Committee	
<p>Membership:</p> <ul style="list-style-type: none"> i) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders; ii) The Committee shall entirely consist of Councillors (as per Local Government Act 1972 Section 102 (3)); iii) Members of the Committee are established at the Annual Parish Council Meeting. (As per Standing Orders); iv) Members of the Committee (6 minimum) are established at the Annual Council Meeting (as per Standing Orders); v) Co-opted Councillors may join during the year if authorised by Parish Council; vi) The Chairman of the Planning Committee is ex-officio on the Policy, Finance and General Purposes Committee; vii) Three members or one third of the total membership of the Committee shall constitute a quorum for meetings whichever is the greater (as per Standing Orders); viii) The Chairman and Vice Chairman of the Committee shall be appointed at the first meeting of the Committee during the Municipal Year (as per Standing Orders). <p>Frequency of meetings:</p> <p>Meetings are held every four weeks.</p> <p>Delegated Powers:</p> <ul style="list-style-type: none"> i) To consider and respond to all applications for planning permission and planning appeals referred to Parish Council by Local Planning Authorities; ii) To consider and comment on all matters relating to Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings and the Conservation Area; iii) To identify, comment upon and refer to the relevant authorities any matters considered to be in breach of planning permission; iv) To consider and comment on all planning matters relating to the Parish of Iver and advise the Parish Council as necessary; v) To comment upon and monitor Tree Preservation Orders and to seek approval for further TPOs if deemed necessary; vi) To respond to all relevant consultation documents relating to planning and associated matters; vii) To approve any planning application that the Parish Council is considering making viii) The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. ix) To consider and respond to all SBDC Local Plan matters x) To develop a Neighbourhood Plan for the Ivers Parish Council 	

Human Resources (Sub Committee of Policy, Finance and General Purposes Committee)

Membership:

- i) The Chairman and Vice Chairman of the Council are ex-officio members of all sub committees and have voting rights as per Standing Orders;
- ii) The Committee shall entirely consist of Councillors (as per Local Government Act 1972 Section 102 (3));
- iii) Members of the Sub Committee are established at the first meeting of the Policy, Finance and General Purposes Committee following the annual Parish Council meeting each year (as per Standing Orders) to consist of the Chairman and Vice Chairman of Policy, Finance and General Purposes (if different from the Chairman and Vice Chairman of full Council) and at least 3 other members of the Policy, Finance and General Purposes Committee;
- iv) Co-opted Councillors may join during the year if authorised by Parish Council;
- v) Three members or one third of the total membership of the Committee shall constitute a quorum for meetings whichever is the greater (as per Standing Orders);
- vi) The Chairman and Vice Chairman of the Sub Committee shall be appointed at the first meeting of the Committee during the Municipal Year (as per Standing Orders).

Frequency of meetings:

There is one statutory meeting in June each year to consider staff appraisals and salaries. Other meetings will be called as necessary to deal with staffing matters.

Delegated Powers:

- a) The level of staffing resources required by the Council will initially be dealt with as a recommendation only, from each service committee through to the Policy, Finance & General Purposes Committee. Human Resources Sub-Committee will deal with matters relating to staff appraisal, terms and conditions of employment etc. Salaries may be discussed and recommendations made to PF&GP;
- b) To ensure the Council complies with all legislative requirements relating to the employment of staff;
- c) To make all decisions regarding human resources issues; recruitment and appointment of staff, salaries, appraisals, pensions, disciplinary and grievance procedures etc.

Working/Steering Groups:-

- 1) Events Working Group (to include Christmas Lights and Seniors Coffee Morning and events in the Villages)
- 2) Neighbourhood Plan Working Group