

APPENDIX 6.1

COUNCIL – MAY, 2021

REPORT ON COUNCIL MEETINGS, STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE

1.0 INTRODUCTION

The Council Meetings structure and Terms of Reference were agreed by Council January 2021. All meetings currently commence at 6.00pm.

2.0 CALENDAR OF MEETINGS

2.1 Council

Meets 11 times a year on the third Monday of every month except August (however an August meeting can be convened if required). For financial reasons this arrangement is also preferable as it allows a week to complete the previous months accounts and prepare the reports in time for the summons, agenda and papers to be issued.

2.2 Planning Committee

Meets monthly on the second Tuesday

2.3 Facilities and Events Committee

Meets 6 times a year on the first Wednesday of the months of May, July, September, November, January, March.

2.4 Open Spaces and Highways Committee

Meets 6 times a year on the fourth Wednesday of the months of May, July, September, November, January, March

2.5 The Neighbourhood Planning Committee, the HR and Training Committee and the sub-committees of the committees meet as required.

2.6 The Finance and Audit Committee meets towards the end of April, July, October, and January.

2.7 The council year starts at the Annual Parish Council meeting in May and the schedule of meetings for 2021-2022:

May 2021 Thursday 6th Monday 10th Monday 17th Tuesday 25th Wednesday 26th	Elections Councillors take office Annual Parish Council Meeting Planning Committee Open Spaces and Highways Committee
June Wednesday 2nd Tuesday 8th Monday 21st	Facilities and Events Planning Committee Council
July Wednesday 7th Tuesday 13th 19 th Monday	Facilities and Events Committee Planning Committee Council

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Wednesday 28th	Open Spaces and Highways Committee
August Tuesday 10th	Planning Committee
September Wednesday 1st Tuesday 14th Monday 20th Wednesday 22nd	Facilities and Events Committee Planning Committee Council Open Spaces and Highways Committee
October Tuesday 12th Monday 18th	Planning Committee Council
November Wednesday 3rd Tuesday 9th Monday 15th Wednesday 24th	Facilities and Events Committee Planning Committee Council Open Spaces and Highways Committee
December Tuesday 14th Monday 20th	Planning Committee Council
January Wednesday 5th Tuesday 11th Monday 17th Wednesday 26th	Facilities and Events Committee Planning Committee Council Open Spaces and Highways Committee
February Tuesday 8th Monday 21st	Planning Committee Council
March Wednesday 2 nd Tuesday 8th Monday 21st Wednesday 23rd	Facilities and Events Committee Planning Committee Council Open Spaces and Highways Committee
April Tuesday 12th Tuesday 19th	Planning Committee Council
May Wednesday 4th Tuesday 10th Monday 16th Wednesday 25th	Facilities and Events Committee Planning Committee Annual Parish Council Meeting Open Spaces and Highways Committee

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4.0 MEMBERSHIP

- 4.1 Membership of all committees and working groups of the council will be agreed at the Annual Parish Council meeting held in May of each year .
- 4.2 Membership of sub committees and working groups of committees will be agreed at the first meeting of the committee following the Annual Parish Council Meeting
- 4.3 The Chair and Vice Chair of Council will be ex-officio members of all committees
- 4.4 Changes to membership of committees and working groups of the council, and the formation of new committees and working groups of the council will be by decision of council
- 4.5 Changes to membership of sub-committees and working groups related to the committee, and the formation of new sub-committees and working groups related to the committee will be by decision of the related committee

5.0 QUORUM

To be quorate a committee and sub committee is required to have a third of its members attending with a minimum of 3 (Standing Order 4dviii). This gives a minimum number of 9 members to be appointed to each committee. Working groups do not resolve matters and are thus not required to meet quorate requirements however a minimum number of three members present is preferable.

6.0 CHAIRS

Chairs and vice chairs will be elected at the first meeting of the committee or sub committee following the Annual Parish Council Meeting except in the case of a newly formed sub committee that will elect a Chair and Vice Chair at it's first meeting. Working groups elect the chairs as appropriate

7.0 CONDUCT AT MEETINGS.

All persons attending committee, subcommittee and working group meetings are bound by the Council's adopted code of conduct

8.0 FACILITATION

All committees and sub committees will be facilitated and minuted by a Clerk or minute taker.

DELEGATIONS AND SPECIFIC RESPONSIBILITIES

9.0 PLANNING COMMITTEE

- 9.1 The specific delegated functions and powers of the Planning Committee are:
 - 9.1.1 To consider and respond to all applications for planning permission and planning appeals referred by Buckinghamshire Council
 - 9.1.2 To consider and comment on all matters relating to historic building consents, buildings of special architectural interest, historic buildings and the conservation area
 - 9.1.3 To identify, comment upon and refer to the relevant authorities any matters considered to be in breach of planning permission;
 - 9.1.4 To consider and comment on all planning matters relating to the Parish of Iver and advise the Parish Council as necessary;
 - 9.1.5 To comment upon and monitor Tree Preservation Orders and to seek adoption of TPOs if deemed necessary;

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- 9.1.6 To respond to all relevant consultation documents relating to planning and associated matters;
- 9.1.7 To approve any planning application that the Parish Council is considering making
- 9.1.8 To consider and respond to all Buckinghamshire Local Plan matters
- 9.1.9 To initiate call ins to Buckinghamshire Council planning process

9.2 The maximum numbers of members of the Planning Committee to be 9

9.3 Planning Research sub committee

Recent planning applications have demonstrated a lack of mechanism at a Parish level that would provide enhanced and fact checked data to Planning Committee to assist it to deliver its delegated functions. It is recommended that Planning Committee appoint a Planning Research sub committee with the following delegated function:

- 9.3.1 To receive referrals from the Planning Committee, and identify specific proposals for research and fact checking of outline and full development applications
- 9.3.2 To make reports in a timely manner to the Planning Committee on the results of such referrals
- 9.3.3 To allocate specific subcommittee members to monitor specific larger proposals within the Parish, such as National Strategic Infrastructure Projects, and provide appropriate communications to the community and parish councillors on the progress of the proposals and actual development

It is also recommended that the Planning Committee consider the appropriate number and membership of such subcommittee and invite community members to join as full subcommittee members.

10.0 FACILITIES AND EVENTS COMMITTEE

10.1 The specific delegated functions and powers of the Facilities and Events Committee are:

- 10.1.1 To develop and agree an annual budget for approval by council that once agreed can be spent by the committee. Any additional budgetary requirements must be requested from council.
- 10.1.2 To monitor the performance of its budget and provide updates to the Finance and Audit Committee
- 10.1.3 To manage the accrual of ear marked reserves to deliver the required capital replacement and improvement programmes of the assets listed below
- 10.1.3 To be responsible for the following assets of the council:
 - 10.1.3.1 45B High Street
 - 10.1.3.2 63 Chequers Orchard
 - 10.1.3.3 The Jubilee Pavilion and car parks at Iver Recreation Ground
 - 10.1.3.4 The workshop at Iver Recreation Ground
 - 10.1.3.5 Iver Heath Pavilion and car park
 - 10.1.3.6 Iver Heath Bowls Club
 - 10.1.3.7 Iver Heath Tennis Club premises

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10.1.3.8 The fenced play areas of Iver Rec, Iver Heath Rec, and Richings Park

10.1.4 To make all relevant decisions regarding policy and strategy regarding those assets

10.1.5 To undertake necessary capital works on the assets listed in 10.1.3

10.1.6 To set out a schedule of fees and charges for agreement of council at budget setting

10.1.7 To submit to Council proposals for new and improved services;

10.1.8 To appoint advisors as and when necessary to assist in its work.

10.1.9 To develop and implement all events and seasonal activities of the council.

This includes the facilitation of the Christmas Lights displays in the three centres of Iver, Iver Heath, and Richings Park.

10.2 The maximum numbers of members of the Facilities and Events Committee to be 9

11 OPEN SPACE AND HIGHWAYS COMMITTEE

11.1 The specific delegated functions and powers of the Open Spaces and Highways Committee are:

11.1.1 To develop and agree an annual budget for approval by council that once agreed can be spent by the committee. Any additional budgetary requirements must be requested from council.

11.1.2 To monitor the performance of its budget and provide updates to the Finance and Audit Committee

11.1.3 To manage the accrual of ear marked reserves to deliver the required capital replacement and improvement programmes of the assets listed below

11.1.4 To be responsible for the following open spaces looked after and/or owned by the council:

11.1.4.1 Iver Allotments

11.1.4.2 Iver Heath Allotments

11.1.4.3 Swan Meadow Nature Reserve

11.1.4.4 Hardings Row Nature Reserve

11.1.4.5 Iver Recreation Ground

11.1.4.6 Iver Heath Recreation Ground

11.1.4.7 Cottage in the Woods Footpath

11.1.4.8 Iver Heath Copse

11.1.4.9 The Mud Wharf

11.1.4.10 St Leonards Mound

11.1.4.11 Outside space at 45B High Street

11.1.5 To be responsible for the following assets owned and/or looked after by the council:

11.1.5.1 Streetlights as per agreement (lanterns and columns)

11.1.5.2 Benches

11.1.5.3 Noticeboards

11.1.5.4 Gates (decorative)

11.1.5.5 Planters and summer and winter flowers/hanging baskets

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- 11.1.5.6 Churchyards and Burial Ground
- 11.1.5.7 Flagpole
- 11.1.5.8 Clock (Iver Village)
- 11.1.5.9 Traffic management, monitoring and infrastructure
- 11.1.5.10 Bus shelters
- 11.1.5.11 Bins
- 11.1.5.12 All signs that are the responsibility of the council
- 11.1.6 To respond to all consultations regarding 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, transport assessments
- 11.1.7 To make all decisions regarding policy and strategic matters relating to all of the above
- 11.1.8 To undertake necessary capital works on the assets listed in 9.1.4 and 9.1.5
- 11.1.9 To set out a schedule of fees and charges for agreement of council at budget setting
- 11.1.10 To submit to Council proposals for new and improved services;
- 11.1.11 To appoint advisors as and when necessary to assist in its work.
- 11.1.12 To undertake traffic safety observations in partnership with enforcement agencies
- 11.2 The maximum numbers of members of the Planning Committee to be 9

12 HUMAN RESOURCES AND TRAINING COMMITTEE

- 12.1 The specific delegated functions and powers of the Human Resources and Training Committee are:
 - 12.1.1 To develop and agree an annual workforce and training budget for approval by council
 - 12.1.2 To monitor the training programme of staff to ensure all council operations are performed safely and appropriately
 - 12.1.3 To develop and implement a councillor training programme
 - 12.1.4 To ensure that the council complies with legislation in relation to employment of staff
 - 12.1.5 To make all decisions regarding human resources issues and the implementation of relevant policies including but not limited to recruitment processes, salaries, terms and conditions, personal development interviews and related processes, pensions, disciplinary and grievance procedures.
 - 12.1.6 To monitor the budget spend and report to Finance and Audit Committee.
- 12.2 The maximum numbers of members of the Human Resources and Training Committee to be 9

13 FINANCE AND AUDIT COMMITTEE

- 13.1 The specific delegated functions and powers of the Finance and Audit Committee are:
 - 13.1.1 Receive finance reports from Committees and make recommendations to Council

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13.1.2 Ensure an adequate and effective system of internal control is in place to secure the integrity of finances and information

13.1.3 Review internal audit on an annual basis

13.1.4 Ensure appropriate insurances are held by the Council

13.1.5 Ensure that appropriate records are maintained and preserved to provide probity to Council

13.1.6 To consider and make recommendation to Council on recommendations within internal and external audit reports

13.1.7 Monitor and make recommendation to Council on the Investment Strategy

13.2 The membership of the Finance and Audit Committee is 4 councillors with 3 required to be in attendance to be quorate.

14 NEIGHBOURHOOD PLANNING COMMITTEE

14.1 Purpose

The committee's purpose is to design, implement and oversee 2 distinct pieces of work:

- The Neighbourhood Plan development process
- Communication, engagement, and training to facilitate the Neighbourhood Plan process.

These two pieces of work, when delivered, will produce the Neighbourhood Development Plan that will then progress to Independent Examination and community referendum.

Ultimately the Plan will be adopted by Buckinghamshire Council to sit alongside the Local Plan and other strategic planning documents.

14.2 Principles

The committee is to work to the following principles:

- To undertake the process in a democratic, transparent, and fair fashion, allowing opinions and ideas to be put forward by all.
- To give those who live in the parish, or operate a business in the parish, the opportunity to inform and shape the process e.g. through taking part in the consultation and development process.
- To make this a positive and constructive process.

14.3 Tasks and Activities of the committee

The following is a summary of the tasks and activities expected of the committee:

- Work with the Parish Council and ensure that the council is fully informed throughout the process, with appropriate decisions referred to them when applicable. (All key decisions are to be recommended by the committee and agreed by the Parish Council);
- Prepare a project plan, with milestones, to set out how the committee will undertake the process of developing a Neighbourhood Plan;
- Prepare a communication, engagement and capacity building plan that aims to encourage engagement in the process;
- Meet regularly to agree actions and discuss issues that arise, in order that the process is dealt with in an efficient and timely manner;
- Gather baseline information required for the production of the Neighbourhood Plan and associated documents;

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- Establish and understand the needs of residents and businesses, and what their long term visions or aspirations are;
- Decide upon, and, if required, set up groups (or theme groups) to gather statistics, information and views. All groups to be agreed by the full committee;
- Identify and liaise with all stakeholders throughout the development of the Plan;
- Consult as widely and thoroughly as possible to ensure that the draft and final Plan is representative of the views that have been collected in order to fulfil the requirements of the consultation statement;
- Analyse the available information to prepare the draft and final Plan;
- Produce notes/minutes from committee meetings and publish these and any relevant reports and data on the Parish Council Neighbourhood Planning webpage
- Set up a process of timely updates to the community and stakeholders
- Actively publicise the draft Plan prior to the Referendum;
- Receive instruction on financial arrangements and budget from the Parish Council.

14.4 Membership of committee

- The committee shall consist of no more than 12 representatives:
 - Chairman of The Ivers Parish Council Planning Committee
 - 5 parish councillors
 - 1 representative of the spiritual sector
 - 4 representatives of the residents associations. (1 each from Richings Park Residents Association, Iver Residents Association and Iver Heath Residents Association);
 - 1 representative of the young people/young family sector
 - 1 representative for the environment sector
- Members must reside or operate a business/organisation in the Parish Council area;
- The committee shall be quorate when at least one third of the members attend;
- Council/agency officers, other councillors, and community members, as well as others appointed by the council to support the process, cannot be voting members of the committee but are able to attend meetings and contribute to the discussions as required.

14.5 Roles within the committee

The committee shall elect a Chairman and Vice Chairman. If neither can attend a meeting, then a temporary Chairman (selected from the committee members) will be elected for that meeting.

The Clerk to the Parish Council will provide administration to the committee.

14.6 Committee Meeting Arrangements

- The committee (and or theme groups) shall meet regularly and as necessary;
- The public can observe the meeting and speak at the Chairman's discretion;
- Recommendations from theme/ groups will be relayed back to the full committee for ratification and/or information;
- From time to time other stakeholders or interested parties may be invited to attend a specific committee (or theme group meeting) to give a presentation and/or discuss their interest in the developing plan;

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- A list of committee members and contact details shall be maintained.
- Details of, and any changes to, the committee membership will need to be recommended to, and agreed by the Parish Council.

14.7 Finance and resource management

- Finance and resources required by the committee will be made available by the Parish Council for specific uses;
- Expenditure to be agreed by majority decision by the committee;
- Decisions regarding the use of resources will be recorded in the minutes and must not result in an overspend on funds allocated.

14.8 Changes to the Terms of Reference

Any amendments to the terms of reference may be identified by the committee and will be considered and agreed by the Parish Council.

For further information, contact:

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