

Committees – Terms of Reference

These terms of reference were adopted by Barwell Parish Council on the 7th May 2009 and inserted into their standing orders. Reviewed and amended 18th May 2023

Finance and General Purpose Committee – [5 Councillors]

1. To consider spending proposals from other committees and make recommendations to Council for the budget for the following financial year including the level of precept
2. **To review fees and charges annually.**
3. **To incur expenditure in accordance with the approved budget on the following:**
 - **Admin Costs**
 - **Insurance Costs**
 - **General Purposes Costs**
4. Responsibilities
 - The opening and closing of bank accounts
 - Providing end of year accounts
 - Preparing end of year budget proposals
 - Forward planning on earmarked reserves
 - Investments
 - Insurance
 - The monitoring of all income and expenditure
 - The engagement of the internal auditor
 - Recommendations from the internal audit
 - To oversee all legal matters in regard to leases, insurance claims, easements, tenancies, damage to property, vehicle insurance claims
 - Health and Safety matters
 - All matters regarding the Jubilee Hall
 - All matters regarding the Parish Office

Planning & Highways Committee – [5 Councillors]

- 1. To consider planning applications received from the District Council and agree the Councils response unless, in the opinion of the Chairman of the Committee, an application raises issues, which in their opinion ought to be considered by Council.**
2. To consider Local Development Framework proposals or consultations and other local authority or central government planning policy proposals or consultations received by the Council and submit recommendations thereon to Council.
- 3. To consider proposals or consultations from other bodies in relation to highways or planning and submit responses on behalf of the Council**
- 4. Any applications for a DMMO within the Parish boundary**
- 5. Responsible for the Vehicle Operated Sign (VAS)**

Cemetery, Parks & Recreation Committee – [6 Councillors]

1. To submit spending proposals to the finance committee for budget purposes for the following financial year.
2. To review the cemetery rules and regulations and make recommendations to Council.
3. **To review Cemetery fees and charges annually.**
4. To review any grounds maintenance contracts/tenders
5. **To incur expenditure in accordance with the approved Cemetery & Parks Budget.**
6. To purchase large items of play equipment
7. To review RoSPA reports

Events Committee – [4 Councillors]

1. To submit spending proposals to the finance committee for budget purposes for the following financial year.
2. **To incur expenditure in accordance with the approved Christmas Lights Budget.**
3. **To incur expenditure in accordance with any budget for parish council events**
4. **The quorum of the Christmas Lights Committee will be 3 Members**
5. If a Member cannot attend the meeting, then the substitute Member will be requested to attend the meeting.

Staffing Committee – [4 Councillors] {Not Chairman}

1. The quorum of the Staffing Committee will be three Members.
2. If a Member cannot attend the meeting, then the reserve Member will be requested to attend the meeting.
3. To consider and deal with any matters concerning the Council's employees.
4. To approve or comment upon actions taken and reported by the Parish Clerk on employment matters.
5. To submit the Clerks annual appraisal for council approval.
6. To approve the Staffs annual appraisals (not the Clerk).
7. To review staffing levels.
8. To approve and amend contracts of employment, remuneration and conditions of service where covered by the NJC for Local Government Services' National Agreement on Pay & Conditions of Service.
9. To address all issues involving the selection, conduct, performance, competence and termination of employment of the Council's staff.
10. To review and address employees' training and development needs
11. To take all action necessary to advertise, select and interview candidates to make an appointment within budgetary constraints.