

DODDINGHURST PARISH COUNCIL

CONSTITUTION OF COMMITTEES

1. Committees are empowered to operate to their terms of reference under delegated authority from the Full Council.
2. The Parish Council currently works with four Committees which have specific delegated functions and quorum is 3. They comprise:

A. GENERAL PURPOSES COMMITTEE – 6 Councillors who annually elect a Chairman of the Committee and meet on the third Wednesday of every month at 20.00 unless previously agreed otherwise.

B. PLANNING COMMITTEE - 5 Councillors who elect a Chairman and meet as and when planning applications are received. The meetings are normally held on a Tuesday morning at 09.30.

C. FINANCE AND RESOURCES - 5 Councillors comprising Council Chairman; who is Chairman of this Committee, Council Vice-chairman, Committee Chairmen. In the event of a Councillor holding two positions then another Councillor will be elected. The meetings are normally held four times a year, once in each of April and May to review committee structures, insurance and standing and financial orders, risk assessments, audits and governance, and once in each of October and November to review budgets and precept, staff appraisals and performance and contracts of employment.

D. ALLOTMENT - 3 Councillors comprising Council Chairman; who is Chairman of the Committee and two other councillors plus three Allotment lease holders who volunteer for the role. The meetings are held a minimum of three times a year, in July, October and February.

Delegated functions:

A. General Purposes Committee:

- Use and maintenance of the Parish Rooms.
- Use and maintenance of the Parish Council Burial Ground.
- Maintenance and promotion of established footpaths.
- Care and maintenance of Peartree Green and pond and the village sign.
- Care and maintenance of the children's play areas, football pitches, recreation field and nature trail together with all hedges, gates equipment and furniture.
- Care and maintenance of bus shelters
- The approval of costs and fees associated with the above to a maximum of £1000 per one-off purchase/ activity per annum.
- The approval of charges and fees for all services operated by the council, except allotment fees.
- Prepare budgets for all activities for approval by the Finance and Resources Committee.

B Planning Committee:

- Comment on all planning applications in accordance with current planning legislation and advise the Parish Council's views within the consultation period allowed by the Borough Council. All Controversial applications will be reported to full Council at the first available opportunity.
- Promote public awareness of applications.
- Annually, to elect a Member to represent this Council on the Brentwood Borough Council Planning Committee and to attend these meetings as they are called.
- Note: The Proper Officer has delegated authority to respond on behalf of the Parish Council, taking account of planning committee members views, if a quorate meeting cannot be convened in the time available.

C Finance and Resources Committee:

- Review budgets and other submissions prior to recommending a precept for acceptance by full Council.
- Act to ensure that the funds of the Council are at all times properly accounted for and managed and provide governance oversight of financial affairs and council performance including an annual review of standing orders, financial regulations, banking and bank signatory arrangements and all controls.
- To ensure that up to date job descriptions and employment contracts are in place. Also to maintain and overview of gratuity/superannuation arrangements, annual leave and the correct level of contracted hours of officers is maintained. To ensure that annual reviews and salary reviews are carried out at all levels. To seek full council approval for significant planned changes (+/- 5% in any one year) impacting staff resource costs.
- To ensure councillor and officer training and skills are maintained.
- To review risk assessments, insurance arrangement including fidelity cover and fixed assets register.
- To compile and progress grant applications.
- To review PAYE and VAT process
- To review and confirm lawful activity of the council through certainty of use and identity of powers.

D Allotments Committee:

- To monitor the use of the allotments to ensure that plot leases are being complied with and effect remedial action as required.
- To oversee the supply and demand to ensure sufficient allotment are being provided.
- To promote self help among the allotment holders and encourage mutual support.
- To monitor the allotment register and lease payments.
- To annually review and recommend any revised allotment fees to full council for approval.
- To propose budget expenditure to the finance committee.
- To hold meetings of the whole allotment community from time to time.

Note: This paper is to be re-approved yearly at the Annual Parish Council Meeting in May.

Roger Blake, Clerk and Responsible Finance Officer