



Terms of Reference

Introduction:

This document is a compilation of the Terms of Reference for Newington Parish Council's (NPC) Committees and Working Groups.

All Committees and Working Groups:

- draw their governance from the NPC Standing Orders and Financial Regulations
- the NPC Code of Conduct; Data Protection Policy and Freedom of Information Policy apply at all times
- the Chairman; Vice Chairman and Councillors are appointed at the Annual General Meeting
- members of the public and additional Councillors can be co-opted at any time as approved by Full Council
- all formal correspondence must be undertaken via the Clerk

Working Groups must seek approval for their recommendations as per their reporting structure in line with their scope.

Committees can only make decisions within their scope and must escalate all exceptions to Full Council.

Inclusions:

Amenities Committee

Planning Committee

Finance Working Group (WG)

Anti-Social Behaviour WG

Events WG

Pavilion WG

Cemetery WG

Reviewed: 23 May 2023

Name	Reporting Structure	Meeting Frequency	Quorum Details	Type
Amenities Committee	Full Council	9 times p.a. minimum	A minimum of 5 members, 3 of whom should be Parish Councillors, shall be required to make a quorum.	Action
Scope / Purpose			Financial Accountability	
<ul style="list-style-type: none">• Host the:• Anti-social Behaviour WG• Events WG• Pavilion WG• Accountability for:• Street Lighting<ul style="list-style-type: none">○ Functionality○ Contract(s)• Roads; Paving & PROWS<ul style="list-style-type: none">○ Observation & Reporting○ Litter Picking Schedule & Contract• Green Spaces (play areas; Woodland & Recreation Ground)<ul style="list-style-type: none">○ Equipment Risk Assessments; Annual ROSPA and Contract(s)○ Grass Cutting / Maintenance Contract (s)○ Schedule of Fees & Terms• Review Monthly and act on the Facilities Management Schedule• Review and maintain the Letting Terms and Schedule of Fees• Transport• Village Voice• Air Quality Management in conjunction with Planning Committee			<ol style="list-style-type: none">1. All recommendations requiring expenditure will go to Full Council2. <i>Except</i> the Committee may authorise essential expenditure on facilities within its remit, following discussion and authorisation at a meeting of the Committee, subject to:<ol style="list-style-type: none">a. a maximum of £200 per event3. Any proposal to enter into contractual arrangements with an outside agency for whatever reason must be put forward to Full Council	
Transparency & Communications				
<ol style="list-style-type: none">1. Agendas must be drawn up and published2. Minutes must be kept of every meeting3. Minutes must be proposed and agreed at the following meeting or Full Council, whichever is soonest.4. This meeting is open to members of the public & may be recorded.5. Records will be published on the NPC Website				

Name	Reporting Structure	Meeting Frequency	Quorum Details	Type
Planning Committee	Full Council	Ad Hoc or by all Councillors in Full Council.	A minimum of 3 members, 2 of whom should be Parish Councillors, shall be required to make a quorum.	Action
Scope / Purpose			Financial Accountability	
<div>1. To review and comment on <u>all</u> Planning Applications as a Statutory Consultee</div> <div>2. Work in conjunction with external bodies to comment on the<ul style="list-style-type: none">Local Development PlanKCC or National Strategies</div> <div>3. Facilitate Community involvement on major schemes</div> <div>4. Air Quality Management in conjunction with Amenities Committee</div>			<div>1. None</div>	
Transparency & Communications				
<div>1. Meetings maybe called by any of the following:<ul style="list-style-type: none">The Chair of the Parish CouncilThe Chair of the Planning CommitteeAny two Newington Parish Councillors</div> <div>2. Agendas must be drawn up and published</div> <div>3. Minutes must be kept of every meeting</div> <div>4. Minutes must be proposed and agreed at the following meeting or Full Council, whichever is soonest.</div> <div>5. This meeting is open to members of the public & may be recorded.</div> <div>6. Records will be published on the NPC Website</div>				

Name	Reporting Structure	Meeting Frequency	Quorum Details	Type
Finance Working Group	Full Council	At least 4 times p.a.	A minimum of 3 Councillors shall be required to make a quorum.	Advisory
Scope / Purpose			Financial Accountability	
<div>1. Review & prepare the Annual Budget including making a Precept proposal to Full Council (FC)</div> <div>2. Make a quarterly review of<ul style="list-style-type: none">the Budget (actual vs forecast)reconcile bank statements</div> <div>3. Maintain the list of authorised Councillors for signing cheques</div> <div>4. Review & maintain the Asset Register</div> <div>5. Review and make recommendations on:<ul style="list-style-type: none">Water & Electricity Contract(s)Insurance PoliciesAuditsStaff pay and pension contributions</div> <div>7. Review and update the Financial Regulations</div> <div>8. Ensure all banking arrangements are fit for purpose and protect the Council.</div>			<div>1. None</div> <div>2. <i>Except</i> responsibility for specific & quantified decisions may be delegated by Full Council</div> <div>3. <i>Except</i> when the Responsible Finance Officer & the Chair of Full Council notify an emergency for the signing of Cheques</div>	
Transparency & Communications				
<div>1. This is a closed forum that makes recommendations to Full Council</div> <div>2. The Responsible Finance Officer is consulted on and involved in all of the above. The exception is the pay and benefits discussions.</div>				

Name	Reporting Structure	Meeting Frequency	Quorum Details	Type
Anti-Social Behaviour Working Group	Amenities Committee	Ad Hoc	A minimum of 3 members, 2 of whom should be Parish Councillors, shall be required to make a quorum.	Advisory
Scope / Purpose			Financial Accountability	
1. Look in detail at the reports provided by the PCSO and Community Warden to identify issues 2. Work with the Community and External Bodies to raise awareness			1. None	
Transparency & Communications				
1. This is a closed forum that makes recommendations and may invite delegates from specific external bodies 2. All recommendations are made to the Amenities Committee				

Name	Reporting Structure	Meeting Frequency	Quorum Details	Type
Events Working Group	Amenities Committee	Minimum of 5 times p.a. and	A minimum of 3 members, 2 of whom should be Parish Councillors, shall be required to make a quorum.	Action
Scope / Purpose			Financial Accountability	
<div>1. Draw up a programme of events</div> <div>2. Secure stall holders</div> <div>3. Classify stall holders as<ul style="list-style-type: none">Community / Not for profit and as such non fee payingCommercial and as such fee paying</div> <div>4. Secure advertising</div> <div>5. Define the anticipated income and as such propose a budget</div> <div>6. Gather Insurance certificates and fees from each stall as appropriate</div> <div>7. Arrange for estimates and make recommendations to facilitate the event, including:<ul style="list-style-type: none">SecurityStageToiletsProgramme PrintingFirst AidCompere</div> <div>8. Generate a Risk Assessment</div>			<div>1. Delegated responsibility to spend up to £200 p.a. on consumables</div> <div>2. Make a recommendation to “proceed” or “stop” prior to the printing of the Programme based on generating a surplus from anticipated income.</div>	
Transparency & Communications				
<div>1. This is a closed forum that makes recommendations</div> <div>2. All recommendations are made to the Amenities Committee</div>				

Name	Reporting Structure	Meeting Frequency	Quorum Details	Type
Pavilion Working Group	Amenities Committee	At least 1 time p.a.	A minimum of 3 members, 2 of whom should be Parish Councillors, shall be required to make a quorum.	Action
Scope / Purpose			Financial Accountability	
<div>1. Maintain an Annual Risk Assessment</div> <div>2. Ensure that all of the following is compliant with pre-arranged inspection dates:<ul style="list-style-type: none">Fire AlarmsFive Year Electrical TestingFire ExtinguishersCCTVPAT Testing</div> <div>3. Work in conjunction with the Caretaker to ensure that the facility runs safely & smoothly</div> <div>4. Make recommendations on maintenance needs; secure quotations for one off work and contract(s)</div> <div>5. Produce and monitor the use of COSHH statements</div> <div>6. Work with the Clerk to optimise lettings</div>			<div>1. None</div>	
Transparency & Communications				
<div>1. This is a closed forum that makes recommendations to the Amenities Committee</div>				

Name	Reporting Structure	Meeting Frequency	Quorum Details	Type
Cemetery Working Group	Full Council	Ad hoc	A minimum of 3 members, 2 of whom should be Parish Councillors, shall be required to make a quorum.	Action
Scope / Purpose			Financial Accountability	
<ol style="list-style-type: none">1. Review and maintain a Schedule of Fees2. Mark out the next sequence of graves3. Review and make recommendations on Maintenance Contract(s)4. Make recommendations on one off jobs and secure quotes5. Carry out and maintain an Annual Risk Assessment6. Review and make proposals on the Cemetery & Graveyard Policy7. Work with the Clerk to maintain the Burial Records8. Support the Clerk in working with families and funeral directors / stone masons			<ol style="list-style-type: none">1. None	
Transparency & Communications				
<ol style="list-style-type: none">1. This is a closed forum that makes recommendations2. All decisions are taken at Full Council				