

## Briefing for items on Parish Council agenda 5<sup>th</sup> July 2016

### Item 6a

## Terms of Reference for the Planning Committee

*with effect from 5 July 2016*

### 1. Authority

The Planning Committee is appointed by, and solely responsible to Newton Poppleford and Harford Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers.

### 2. Membership

The Committee will consist of no fewer than **five elected parish Councillors**, and at its first meeting will elect a Chairman to preside over future meetings– to be re-elected each year following Annual Parish Council meeting. It will also elect a Vice Chairman if thought appropriate, although any Elected member can preside by agreement in the Chairman's absence. **A quorum will be a minimum of five elected Members.** Chairman & Vice Chairmen of Full Council will have automatic membership and full voting rights. Meetings will be held monthly and as required.

Current members are: Cllrs Clarke, Coppell, Downen, Jeffery, Kemp, Ranger, Tillotson.

### 3. Records of Proceedings

The Committee will prepare responses to all routine planning matters. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors, received at the next Full Council meeting and adopted at the next planning meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. All decisions will be relayed to the relevant planning authority by the Clerk. The minutes will be published on the Parish Council web site.

### 4. Responsibilities

The committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all **minor** planning applications in the Parish. Minor is defined as works or extensions to existing building. **Full Council will consider any new buildings or controversial applications.** Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on. **The Clerk is responsible for recording the resolutions accurately.** Responsibilities also include:

- To comment on licenses when requested to do so.
- To comment on street naming where requested.

## **Item 6b**

### **Newton Poppleford & Harpford Parish Council Terms of Reference for the Finance Committee**

#### **1. Authority**

The Finance Committee is appointed by and is solely responsible to the Newton Poppleford & Harpford Parish Council. The Committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers.

#### **2. Membership**

All members of the Committee will be elected Councillors. The Committee will consist of no fewer than four elected Councillors. At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Parish Council meeting. A quorum at the Committees meetings will consist of no fewer than **three elected members**. The Chairman & Vice Chairman of the Council will automatically be members of the committee and have full voting rights. The committee will meet quarterly but can also be convened to deal with special events as they occur.

Current members are: C Burhop, J Clarke, H Jeffery, M Tillotson, D Zirker

#### **3. Record of Proceedings**

Written minutes will be taken to record the Committee's decisions and actions only and will be circulated to all Councillors with recommendations for the next Full Council meeting. The minutes will be published on the Parish Council web site. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

#### **4. Responsibilities**

**Primary Purpose: to manage the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with Council's finances, property, resources, land and manpower.**

The Finance Committee will have the following specific duties: -

- (a) To prepare budgets and recommend precepts and will submit them to the Main Council for approval.
- (b) To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register.
- (c) To Review and amend the Council's Financial Regulations annually and to ensure that the Council is observing the regulations

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- (d) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- (e) To monitor and where appropriate recommend purchase of all capital items
- (f) To make provision for future agreed capital projects.
- (g) To review and recommend an active policy for the best use and upkeep of the Council's property and resources.
- (h) To monitor, review and recommend on all matters relating to the Council's staff levels, emoluments and conditions of service.
- (i) To review Council Fees and Charges on a regular basis (at least annually)
- (j) To monitor the Council's financial risk assessments and recommend changes where necessary.
- (k) To establish and effect a clear policy for grant aid administration.
- (l) To approve other Committee's annual spending/budget levels and capital projects to be undertaken and recommend implementation of the same to the Main Council.
- (m) To approve within budgetary limits the day to day expenditure.
- (n) To recommend to the Main Council such delegated powers to the Clerk as thought appropriate.
- (o) To appoint annually the Responsible Financial Officer to oversee the Council's financial affairs (Normally the Clerk)

*Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.*

## Item 6c

### Newton Poppleford & Harpford Parish Council Terms of Reference for the Policy & Personnel Committee

#### 1. Authority

The Policy & Personnel Committee is appointed by and is solely responsible to the Newton Poppleford & Harpford Parish Council. The Committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers. A sub-committee, meetings of which must be held in public, has delegated powers to make decisions on behalf of the full council.

Policy definition: A policy is a set of principles that form the basis of making rules and guidelines; policies provide overall direction; above all they offer transparency and consistency supporting the decision making process.

#### 2. Membership

All members of the Committee will be elected Councillors. The Committee will consist of no fewer than three elected Councillors. At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Parish Council meeting. A quorum at the Committee's meetings will consist of no fewer than **three elected members**. The Chairman & Vice Chairman of the Council will automatically be members of the committee and have full voting rights. The committee will meet quarterly but can also be convened to deal with events as they are needed.

Current members are: M Coppell, H Jeffery, V Ranger, D Zirker.

#### 3. Record of Proceedings

Written minutes will be taken to record the Committee's decisions and actions only and will be circulated to all Councillors with recommendations for the next Full Council meeting. The minutes will be published on the Parish Council web site. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

#### 4. Meetings

- Are to be held in such locations that are legal and practical for members to attend and that result in minimal financial burden on the Council.
- As a *Committee of the full Council* public notice of meetings & public admission to meetings is required (as noted in the Standing Orders).
- As a *Committee of the full Council* full minutes of meeting are to be maintained; these minutes to be adopted at the next meeting of the full Council.

#### 5. Responsibilities

**Primary Purpose: to oversee and manage Parish Council personnel matters and policies.**

Personnel Matters:

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- Review the job descriptions, roles & responsibilities, and contracts of Parish Council personnel.
- Conduct appraisals and manage performance throughout the year.
- Discuss with the Finance Committee on employment-related matters including contracts, salary reviews, roles and responsibilities
- Review personnel policies covering sickness absence, grievance, equalities, discipline, health and safety.
- Oversee the training programme for Officers and Members of the council.

### Parish Council Policies:

- Identify policies where the Parish Council is mandated to take action or may take action on the basis of best practice.
- Define and develop policies in areas required by the Parish Council.
- Recommend policies to the Parish Council for adoption.
- Review policies in light of legal changes and best practice.

## 6. Reporting to Council

The Chair of the Committee will present a summary of the minutes of meetings to full Council in order that these may be adopted. Minutes of the Committee meeting shall be put on the Parish Council web site for public view.

### **Item 6e** Housing needs survey

The Neighbourhood Plan (NP) steering group has taken advice from Martin Parkes at Devon Communities Together. He considers that a survey of housing needs could be undertaken within the NP questionnaire. It would be a separate section for those who need housing only. This would form evidence to make the case for more affordable housing in the Parish.

Devon Communities Together provided a quote for undertaking the housing needs element of the Neighbourhood Plan survey and providing a written report. The quote is £2673 + VAT. This includes printing, packing, liaison with NP committee or Parish Council, collating replies and providing report. Realistically the survey would need to take place in the early autumn.

The NP group could apply for the Neighbourhood Plan support grant, which can be up to £9000. It can be applied for in stages, through the Parish Council.

### **Item 6f** Flooding & erosion at Harpford - Proposal to contribute financially to the flooding solutions report by James Hector.

A report was commissioned by some Harpford residents to identify what the options are for tackling the erosion caused by the River Otter at Harpford and the Red Bridge. The report has since contributed to the options appraisal undertaken by DCC engineers and has formed part of the evidence. The total cost of the report was £584.

Harpford residents are seeking a contribution from the Parish Council of £250 towards this report.

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### **Item 7c** Community Buildings Fund 2016/2017

The scheme can fund community buildings and community shops in Parish Council areas. You can find what you need to know here: <http://eastdevon.gov.uk/grants-and-funding/community-building-fund/>

The grants can be used to help refurbish, improve or even build village halls, community shops or community buildings in rural areas.

- You can apply for a maximum of £5,000 and there must be match funding available of at least twice the amount of the funding from other sources plus local fundraising. So, for a grant of £5,000 you would need to show that you can obtain £10,000 from elsewhere. This should include a contribution from your Parish Council.
- Community buildings must be multi-use (minimum of three separate user groups), with open community access, and owned and / or managed by the community.
- You must have permission from all the relevant bodies to carry out the project before you apply. For example, if the Parish Council owns the building then you must have their permission before you apply.
- EDDC pay grants upon receipt of valid invoices and receipts. If the organisation paying for the project is VAT registered so is able to claim back VAT, you must only claim for the net amount (total amount minus VAT).
- Grants are available for capital projects only (not to help with running costs, routine repair or maintenance).

#### **Applications**

- Closing dates are: Friday 29 July 2016 and Friday 25 November 2016 (there is limited funding available so if all is granted in July there will be no funding available in November).
- Needs 3 quotations for the work.
- Comments from the EDDC Ward Member about their project. This could include things like whether you support the project, how valuable you think the community building is to the parish, how much you feel the project is needed etc.