

# **HENFIELD PARISH COUNCIL TERMS OF REFERENCE**

## **Finance, Risk & Change Governance Committee**

To oversee on behalf of the Council:

### **A) Financial Business**

- To implement monthly bank reconciliations and the monthly internal audit checks as agreed at the Parish Council meeting.
- The making of appropriate recommendations in respect of spend from the Council's revenue and capital funds.
- To receive the budget recommendations of committees and recommend to the Council the precept for the next financial year.
- To review regular budget reports.
- To manage the administration and availability of Section 106 / CIL Funds and to respond on behalf of Council to non-Council applications for S106 funding.
- To approve additions/ deletions to the Parish Council Banking mandate.
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### **B) Legal and Regulatory Issues.**

- To ensure compliance with all relevant legislation and NALC guidelines in regard to the undertakings of the Council.
- Management of the Council's Risk Register and the identification and mitigation of risk.
- Carry out an annual compliance audit (February) – to include but not exclusively Risk Registers, Website Accessibility, GDPR, Internal Audit recommendations.
- The making of recommendations to Full Council in respect of any legal agreement that Council might enter into.

### **C) Personnel Policies and Practice** in regard to:

- Recruitment & selection policy
- Performance management
- Training & development policy

- Pay and remuneration policy
- Disciplinary policy
- Absence from Work policy
- Equality & Diversity policy
- Overview of personnel policy
- Grievance policy
- Dignity at work policy
- GDPR staff privacy statement

Twice yearly review meetings (November/May) as part of FRC and the appointment of working groups as required.

#### **D) Parish Council Operations**

The making of recommendations to Full Council in respect of:

- The appointment to and Constitution of Committees
- Standing Orders and the functions of Committees and Sub Committees:
- Reviews of Council documents
- Dealing with matters specifically referred by the Council or any committee and with all urgent matters not specifically referred to or delegated to any other committee
- To manage the provision of training of Councillors.
- To undertake any projects relevant to its purpose

(Amended – July 2020)

#### **VILLAGE AMENITIES COMMITTEE**

The purpose of this Committee is to manage and develop amenities for the benefit of the people of Henfield.

##### **Management of amenities**

(a) Dealing with the provision, maintenance and management of:

- i. Public seats

- ii. Flower tubs, hanging baskets and flower beds, to include those in Coopers Way, Bishop Close, Wantley (including the grass areas surrounding the beds), the well in the Library Car Park and the Wantley roundabout
  - iii. Bike racks/shelters
  - iv. Public toilets and bus shelter(s) and public notice boards
  - v. Street scene in general not covered by other Committees
  - vi. Christmas lights
  - vii. Dog bins
  - viii. contract, agreements and licences relating to the above
- (b) To continue the policy of maintaining local street lighting, including the policy of upgrading lighting to a standard where it can be taken over by West Sussex County Council where desirable.
  - (c) To employ personnel to deal with litter picking throughout the Village as necessary
  - (d) To consider and recommend to the Finance Risk & Change Governance Committee the precept for the next financial year
  - (e) Dealing with the provision, maintenance and management of the Cemetery and to comply with the Burial Act, to include the maintaining of proper books and records in connection with burials
  - (f) To oversee the organisation of the Remembrance events in Henfield
  - (g) Dealing with transport related issues including Speed Watch

#### Development of amenities

- (a) To undertake any projects relevant to its purpose
- (b) To receive and research any suggestion for development
- (c) To make appropriate recommendations in respect of any suggestions and projects, where appropriate including them on the Infrastructure Development Plan and considering funding options
- (d) To receive any petitions relevant to its purpose

Updated March 2020

## **RECREATION AND OPEN SPACES COMMITTEE**

The purpose of this committee is to manage, develop and promote the play areas, playing fields, countryside, footpaths and bridleways in and around the Village and to manage relationships with the local sports clubs.

### **Management of facilities**

- (a) Dealing with the provision and maintenance and management of:
  - (i) Playgrounds and Skate Park
  - (ii) Playing Fields and grassed areas, to include the Kings Field, Sports Centre Field, Rothery Field, Memorial Field, Sand Pit Field, Pinchnose Green, Borrer Bank and Rothery Bank (to include any Parish Council Buildings thereon) to include grass cutting
  - (iii) Trees and hedges – but to consult with and obtain agreement from the Village Amenities Committee in respect of any works on trees and hedges in the Cemetery
  - (iv) Footpaths and bridleways across the Parish
  - (v) Public allotments (if any)
- (b) To consider and recommend to Finance Risk & Change Governance Committee the precept for the next financial year
- (c) To ensure that a playing fields sub-committee, including representatives of the relevant sports clubs meet at least twice per calendar year, to consider any recommendations and their implementations where agreed.
- (d) To undertake a review of Licences/Leases relating to the Football Club, Leisure Centre, Tennis Club and Cricket Club

### **Development of facilities**

- (a) To undertake any project relevant to its purpose
- (b) To receive and research any suggestions for development

(c) To make appropriate recommendations in respect of any suggestions and project, where appropriate including them on the Infrastructure Development Plan and considering funding options

(d) To receive any petitions relevant to its purpose

Updated March 2020

### **Plans Advisory Committee**

- a) The making of representations to the local planning authority on applications for planning permission notified in accordance with the Local Government Act 1972 Section 20 Schedule 16.
- b) The making of representations in respect of appeals against the refusal of planning permission.
- c) The making of recommendations regarding street naming.
- d) To consider and monitor the draft Local Plan and other development plans and the making of all appropriate representations.
- e) The making of representations on all applications relating to liquor licensing, subject to approval by Council.
- f) The making of representations on all applications for Public Entertainment's Licences.
- g) The making of representations to the appropriate planning authority in respect of other planning matters, not otherwise referred to in the previous clauses.
- h) The making of representations on all applications relating to pharmacies, subject to approval by Council.
- i) To consider and monitor the relevant Local Plans and other plans, for example Neighbourhood Plans, and to make appropriate representations.
- j) Consultants to be appointed as necessary to support the work of the Planning Advisory Committee.

- k) Joint Committees to be arranged where there are cross-cutting issues with other Henfield Parish Council Committees.
- l) The making of representations relating to community buildings, in connection with the Infrastructure Delivery Plan and report back to the Finance, Risk and Change Governance Committee.

Updated September 2018

### **Museum Committee**

- a) Dealing with the provision, promotion, maintenance and management of the Council's Museum and its contents including the maintenance of proper books in accordance with the rules and regulations laid down by the Arts Council.
- b) To consider and recommend to the Finance & General Purposes Committee the precept for the next financial year.
- c) To liaise with the Friends of the Museum and other appropriate organisations on matters of common interest, including the vision and future sustainability of the Museum.

Updated September 2018