

HENFIELD PARISH COUNCIL

Terms of Reference of Committees

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 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 Plans 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.

Open Spaces

The purpose of this committee is to manage and develop the facilities outside the village centre of the Henfield Parish Council area; additionally, all playing fields and the relationship with the relevant sports clubs, for the benefit of the people of Henfield.

Management of facilities.

- a) Dealing with the provision, maintenance and management of:
 - i) any land in the ownership of or managed by the Parish Council as Trustees.
 - ii) any buildings of a recreational or leisure nature including the making of recommendations annually to the Finance Risk Committee of rents and charges;
 - iii) playground equipment belonging to the Parish Council:
 - iv) public seats;
 - v) flower tubs;
 - vi) trees and hedges;
 - vii) contracts, agreements and licences relating to the above.
- b) To ensure that all footpaths and bridleways outside the village centre remain passable, working in conjunction with West Sussex County Council.
- c) To employ a footway sweeper and litter pickers for the village, as necessary.
- d) To consider and recommend to the Finance Risk Committee the budget for the next financial year.
- e) To oversee the provision, maintenance and management of public allotments (if provided).
- f) To ensure that a playing fields sub-committee, including representatives of the relevant sports clubs meets at least twice per calendar year, to consider any recommendations and their implementation where agreed.

Development of Facilities

- a) To undertake any projects relevant to its purpose and designated area.

- b) To receive and research any suggestions for developments.
- 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.

Village Centre Committee

The purpose of this committee is to manage and develop the facilities within the village centre, for the benefit of the people of Henfield.

Management of facilities.

- a) Dealing with the provision, maintenance and management of:
 - i. any land in the ownership of or managed by the Parish Council as Trustees.
 - ii. any buildings of a recreational or leisure nature including the making of recommendations annually to the Finance Risk Committee of rents and charges;
 - iii. public seats;
 - iv. hanging baskets and flower tubs;
 - v. bus shelter(s), public conveniences and public notice board(s);
 - vi. trees and hedges
 - vii. contracts, agreements and licences relating to the above.
- b) To ensure that all footpaths and bridleways within the village centre remain passable, working in conjunction with West Sussex County Council.
- c) 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 the West Sussex County Council where desirable.
- d) To employ a footway sweeper and litter pickers for the village, as necessary.
- e) To consider and recommend to the Finance Risk Committee the budget for the next financial year.
- f) To oversee the provision, maintenance and management of public allotments (if provided).

- g) Dealing with the provision, maintenance and management of the Cemetery and to comply with the terms of the Burial Act.
- h) To maintain proper books and records in connection with burials.
- i) To oversee the organisation of Remembrance events in Henfield.
- j) The identification of Transport issues working with partner agencies.

Development of Facilities

- a) To undertake any projects relevant to its purpose and designated area.
- b) To receive and research any suggestions for developments.
- c) To make appropriate recommendations in respect of any suggestions.
- d) To receive any petitions relevant to its purpose.

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, Risk and Change Governance Committee the budget 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.

Finance, Risk & Change Governance Committee

- a) The making of recommendations to Full Council in respect of:
 - i. the appointment to and Constitution of Committees;
 - ii. Standing Orders and the functions of Committees and Sub-Committees;
 - iii. appointments or nominations by the Council of persons to fill vacancies on outside bodies arising during the Council year;
 - iv. filling of vacancy occurring on any committee of the Council during the Council year;
 - v. to oversee all issues relating to Council employees including making recommendations to full Council in respect of the appointment and

dismissal of the Parish Clerk and the terms and conditions of service of the Council's staff.

- vi. dealing with all matters relating to the general day to day administration of the Council;
 - vii. dealing with matters specifically referred by the Council or any committee and with all matters not specifically referred to or delegated to any other committee;
 - viii. any legal agreement that Council might enter into.
- b) To carry out the monthly bank reconciliations and the monthly internal audit check agreed at the Parish Council meeting.
 - c) The making of appropriate recommendations in respect of community and other grants from the Council's revenue and capital fund.
 - d) To receive the budget recommendations of committees and recommend to the Council the precept for the next financial year.
 - e) To manage the administration and availability of Section 106 Funds and to respond on behalf of Council to non-Council applications for S106 funding.
 - f) Management of the Council's risk register and oversight of all legal and regulatory issues.
 - g) To manage the provision of training of Councillors.
 - h) Responsibility for the overall management and content of the Parish Council's website and social media.

(Last Amended – 24th October 2018)