

# **Marchwood Parish Council**



## **Committee Terms of Reference**

Adopted 9<sup>th</sup> December 2019

## **COMMITTEE TERMS OF REFERENCE**

**Amenities:** This committee shall:

- a) Be responsible for public rights of way, recreation grounds, public open space and amenity land and connected uses.
- b) Advise, administer and arrange the activities of functions connected with sports and play equipment.
- c) Review charges for use of the Council's facilities.
- d) Be responsible for the repair and maintenance of public seats, litter bins, and any other equipment used for the provision or maintenance of amenity equipment.
- e) Incur expenditure on behalf of the Council within budgetary limits as prescribed annually.
- f) Manage the Council's buildings connected with entertainment or recreational activities.

**Planning:** This committee shall:

- a) To advise the Council in all action required to be taken with local planning authorities and associated highways authorities and utility boards on matters relating to local and district highways, road safety, coast protection, utility services and similar matters affecting the parish.
- b) Have a standing responsibility to examine all planning application and appeals affecting the parish and shall WITHOUT reference to the Council make known its comments thereon to the Local Planning Authority within the statutory time limits imposed.
- c) At the discretion of the committee, refer any such application to the full Council as is considered necessary.
- d) Appoint a member and / or member or other suitable person to represent the community of parts or the whole of the parish at any public or other inquiry by a Government Department or Ministry or other public body under any act relating to development control or any other aspect of the Council responsibilities.
- e) Be empowered to liaise with any person, organisation or department of any local authority or utility board on any matter within the committee's area of responsibility.
- f) Monitor the application and effectiveness of Tree Preservation Orders in the parish and make appropriate recommendations in this connection to the responsible authority.
- g) The Clerk, in consultation with the committee chairman, to advise the Planning Authority accordingly if it is considered necessary for a representative to attend a meeting of the Planning Committee where a planning application is to be considered and the officer recommendation is contrary to the parish observation. Members willing to attend such meetings to advise the Clerk accordingly.

**Policy & Resources:** This Committee shall:

- a) Receive and deal with any special references from the Council.
- b) Be responsible for the financial, manpower and land resources of the Council. This shall include arrangements for the acquisition, allocation, disposal, inventory and insurance of any land, buildings or substantial property and for provision of capital equipment.
- c) Take urgent action in the interest of the Council where time precludes normal council or committee consideration of a particular matter.
- d) Incur expenditure on behalf of the Council within the budgetary limits as prescribed annually.
- e) Review the effectiveness of the organisational and administrative processes of the Council.
- f) Make recommendations as necessary for changes in committee structure, alterations to Standing Orders, administrative, financial and executive arrangements of the Council.
- g) Be responsible for agreeing the terms and conditions of employment of staff and the issue of any contracts of employment.
- h) Guide the Council in the formulation of policy objectives and recommend such provision in the annual budget as necessary.
- i) Be responsible for determining grant applications in April and September of each year.
- j) Consider the recommendations of the Amenities Committee and Trustee of the Lloyd Recreation Ground when setting the annual budget and precept.
- k) To authorise the payment of accounts.
- l) To present the precept to the December meeting of the Parish Council for approval and submission to New Forest District Council.
- m) To set up a Leases & Contracts working party as and when there was a need to review or grant a lease or contract.