

Title:	Recommendation on Terms of Reference
Date:	14 th December 2020
For:	Full Council
From:	Mrs V Woodhouse (EO) and Mrs K Graddock (DEO)

Background

At the Finance and Personnel Committee meeting on Monday, 14th December 2020, it was resolved to recommend to Full Council for the adoption of the revised Terms of Reference as appended as Appendix 1 to this report. This is recommended for adoption from the Annual Parish Council Meeting in May 2021.

The Terms of Reference are at present inadequate for the needs of the Council and for officers to undertake their job role. During the last 12 months we have identified the need for a change in the Committee structure for an effective delivery of services and activities provided by the Council.

There are a number of responsibilities and activities that are not covered within the current remits. These include bus shelters, street furniture, dog bins, war memorial, Riverside Park and flag poles. We also feel the Climate Emergency Working Party and The Beechfield Centre bear no relation to a Park or Playing Field. Therefore, we are proposing a new Committee structure.

All Cemetery matters will be dealt with by Full Council.

We also understand that members would like to see one of the committees undertaken in an evening, therefore we are proposing the following schedule of meetings (there will be times where additional meetings maybe required):

- Finance and Personnel – Monthly – Thursday at 9.30am
- Environment and Community – Monthly – Thursday at 11.00am
- Parks and Open Spaces - Bi-monthly before Full Council at 6.00pm
- Fremington Quay Management Committee – Bi-monthly on a Thursday at 11.30am
- Tews Lane Management Committee - Bi-monthly on a Thursday at 11.30am

This structure allows for councillors to be part of committees with clear responsibilities that allows them to be empowered to deliver services and activities/projects to benefit the communities they represent. It shows a much clearer and transparent detail of their responsibilities and provides officers with more clarity in the decision-making process.

Recommendation from Finance and Personnel Committee: That the revised Terms of Reference, as Appendix 1 is adopted from May 2021 at the Annual Parish Council meeting.



DRAFT TERMS OF REFERENCE

1. Chairman and Vice Chairman

The Chairman and Vice-Chairman for each Committee shall be re-elected at the first meeting following the Annual Parish Council meeting.

2. Attendance at Meetings

If a Councillor does not attend a Committee Meeting on which they are a Committee Member for more than three consecutive meetings, the Councillor ceases to be a Committee Member unless the absence is authorised by the Committee.

3. Membership of the Finance and Personnel Committee

The Membership of the Finance and Personnel Committee shall be appointed at the first Annual Parish Council meeting following an election and shall remain until the next election unless a member resigns or becomes disqualified.

4. Remits

a) Finance and Personnel Committee remit and delegated authority:

All matters relating to:

- Receipts and payments of the Parish Council.
- Welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.
- Review and implementation of Council Policies
- Consideration of grant applications
- Reviewing and considering draft Parish Council budgets and Precept
- Investing Parish Council funds
- Review of Parish Council Insurance
- Health and Safety and contracts for compliance
- IT and telephone systems

Matters that must be referred for ratification by Full Council:

- Proposed changes to Standing Orders and Financial Regulations
- Recommendation on Parish Council budgets and Precept

Membership: 5

b) Environment and Community Committee remit and delegated authority:

All matters relating to:

- The Beechfield Centre and Car Park including renewal of leases, licences and rents
- Facilities at Riverside Park including renewal of leases, licences and rents
- Bus Shelters

- Notice Boards
- Street Furniture
- War Memorial and Flag Poles
- Dog bins
- Health and Wellbeing of the community including Let's Talk Fremington
- Climate Emergency including implementation of policies and activities
- Definitive and permissive Footpaths (P3)
- Allotments
- Grounds maintenance in the Parish

Membership: 7

c) Parks and Open Spaces Committee remit and delegated authority:

All matters relating to:

- Beechfield Play Area and Field
- Griggs Field and Leat Meadow Nature Reserve
- Village Green
- Play Equipment in the Babbages Play Area
- Eilerslie Road Play Area and Scout Hut
- Play Equipment in the Mulberry Way Play Area
- Play Equipment in the Swallowfield Play Area
- Open Space at Maple Grove
- Land at Byways (currently leased to Byways Bowling Club)

Membership: 7

d) Fremington Quay Management Committee remit and delegated authority:

- All matters relating to Fremington Quay

Membership: 7

e) Tews Lane Management Committee remit and delegated authority:

- All matters relating to the Queen Elizabeth II Sports Facility in Tews Lane.

Membership: 5 plus 2 co-opted members including one from Barnstaple Youth Football Club and Barnstaple Football Club.