



BLUNTISHAM PARISH COUNCIL Terms of Reference of Committees

The following amended terms of reference for Committees were approved by the Council at a meeting held on 3rd July 2019

Allotments Committee

To discharge the functions of the Council relating to allotments, including:

- Recommending the budget for allotments to the Council
- Determining the charge for allotments let by the Council
- Letting and determination of tenancies
- Approving terms and conditions for the letting of tenancies
- Acquisition and disposal of land for allotments

Finance Committee

- Recommending the budget and annual precept to the Council by November each year
- Recommending to the Council the salaries and allowances paid to employees
- Determining the allowances paid to Members under the Parish Basic Allowance scheme
- Determining the Chairman's allowance, if applicable
- Risk assessments and insurance of the Council's property and activities
- Management of the Council's asset register
- Determining the Council's systems of internal control and internal audit, including the appointment of the internal auditor
- Recommending to the Council the most appropriate payment methods
- Ensuring adequate procedures for checking purchase orders against invoices
- Supporting the RFO with account concerns
- Raising any unexpected over/under spends to the full Council
- Attend bi-monthly meetings – no fewer than 4 per year
- Cross check invoices against BACS payments as per PDF doc produced by RFO
- Ensure all bank account numbers/sort codes are the same
- New PAYE set up form to be signed by 2 signatories prior to first payment being made
- Bank reconciliation to be reviewed and signed at bi-monthly meetings

- To review fees and charges annual and submit recommendations to the full Council for any changes no later than September each year
- To review the VH budget quarterly and report any concerns to the finance committee
- To review the hall hirer's agreement annually, no later than October each year

Staff Management Committee

- Carrying out Clerks annual review including setting new KPIs
- Raising concerns with performance directly with the Clerk
- An opportunity for the full Council to feedback any concerns with staff performance
- Provide evidence to the finance committee in support of any salary changes
- Ensure contracts are up to date and refreshed accordingly
- Review correspondence and listen to the Clerk with any concerns with correspondence
- Review pensions are in place for all appropriate staff

Planning committee

- A minimum of 2 people to carry out site visits to all planning applications ahead of parish council meeting. Clerk to attend site visits to take notes.
- Complete site visit check sheet noting areas of concern and taking photos and document concerns ahead of next PC meeting.
- Ensure neighbours are aware of application and invite to attend to PC meeting
- Comment using material planning considerations to PC meeting and publish visit report on website.
- Monthly monitoring of planning, enforcement, listed building applications to be shared and published on website.

Parish Council in addition to statutory functions

- To prepare a repair/maintenance programme for the village hall and surrounding land. Ensure they are free from any obvious and significant H&S hazard, including hedges, trees & park furniture (Benches)
- To actively promote the village hall and facilities within the wider community by inviting parishioners to attend quarterly parish council meetings to get involved in event planning & organising. Offering meeting space, advice & ideas.
- Ensure hire agreements are completed and compliance with license agreement.
- To be willing to provide holiday cover to unlock and lock the village hall as applicable

Committee member to sign and highlight relevant committee they represent:

Member Name

Member signature.....Date of signature.....

Committee represented.....