

# DODDINGHURST PARISH COUNCIL

## CONSTITUTION OF COMMITTEES

1. Committees are empowered to operate to their terms of reference under delegated authority from the Full Council.
2. The Parish Council currently works with four Committees which have specific delegated functions and comprise:

A. GENERAL PURPOSES COMMITTEE – 6 Councillors who annually elect a Chairman of the Committee and meet on the third Wednesday of every month at 20.00 unless previously agreed otherwise.

B. PLANNING COMMITTEE - 5 Councillors who elect a Chairman and meet as and when planning applications are received. The meetings are normally held on a Thursday morning at 09.30.

C. FINANCE AND RESOURCES - 5 Councillors comprising Council Chairman; who is Chairman of this Committee, Council Vice-chairman, Committee Chairmen. In the event of a Councillor holding two positions then another Councillor will be elected. The meetings are normally held twice a year, once in October/ November and once in January.

D. ALLOTMENT - 3 Councillors comprising Council Chairman; who is Chairman of the Committee and two other councillors plus three Allotment lease holders who volunteer for the role. The meetings are held a minimum of four times a year, in April, July, October and January.

3. Delegated functions:

A. General Purposes Committee:

- Use and maintenance of the Parish Rooms.
- Use and maintenance of the Parish Council Burial Ground.
- Maintenance and promotion of established footpaths.
- Care and maintenance of Peartree Green and pond and the village sign.
- Care and maintenance of the children's play areas, football pitches, recreation field and nature trail together with all hedges, gates equipment and furniture.
- Care and maintenance of bus shelters
- The approval of costs and fees associated with the above to a maximum of £1000 per one-off purchase/ activity per annum.
- Recommendation of charges and fees for all services operated by the council associated for approval by Full Council.
- Prepare budgets for all activities for approval by the Finance and Resources Committee.

#### B Planning Committee:

- Comment on all planning applications in accordance with current planning legislation and advise the Parish Council's views within the consultation period allowed by the Borough Council. All Controversial applications will be reported to full Council at the first available opportunity.
- Promote public awareness of applications.
- Annually, to elect a Member to represent this Council on the Brentwood Borough Council Planning Committee and to attend these meetings as they are called.
- Note: The Proper Officer has delegated authority to respond on behalf of the Parish Council, taking account of planning committee members views, if a quorate meeting cannot be convened in the time available.

#### C Finance and Resources Committee:

- Review budgets and other submissions prior to recommending a precept for acceptance by full Council.
- Act to ensure that the funds of the Council are at all times properly accounted for and managed and provide governance oversight of financial affairs and council performance.
- To ensure that up to date job descriptions and employment contracts are in place. Also to maintain and overview of gratuity/superannuation arrangements, annual leave and the correct level of contracted hours of officers is maintained. To ensure that annual reviews and salary reviews are carried out at all levels.
- To ensure councillor training and skills are maintained.
- To seek full council approval for significant planned changes (+/- 5%) impacting staff resource costs.

#### D Allotments Committee:

- To monitor the use of the allotments to ensure that plot leases are being complied with and effect remedial action as required.
- To oversee the supply and demand to ensure sufficient allotment are being provided.
- To promote self help among the allotment holders and encourage mutual support.
- To monitor the allotment register and lease payments.
- To propose budget expenditure to the finance committee.
- To hold meetings of the whole allotment community from time to time.

Note: This paper is to be re-approved yearly at the Annual Parish Council Meeting in May.

Roger Blake, Clerk and Responsible Finance Officer