

STORRINGTON & SULLINGTON PARISH COUNCIL

TERMS OF REFERENCE AND AUTHORITY FOR COMMITTEES AND WORKING GROUPS

1. The Council shall, at its Annual Council Meeting, appoint standing committees as listed below and may at any other time appoint such other committees, sub-committees and working groups as are considered necessary.

The Council:

- (a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
 - (b) May appoint persons other than members of the Council to any committee.
 - (c) May at any time dissolve or alter the membership of committees.
2. Every committee shall at its first meeting, before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.
3. The committee meetings shall be held on such dates and times and at such places as the committee directs unless otherwise directed by the Council. A schedule of suggested dates for the year ahead shall be proposed by each committee to the Council at the first meeting of the Council following the statutory Annual Meeting.
4. Councillors shall be notified of the dates and venue of forthcoming committee meetings by copy of an agenda at least three working days before the day of the proposed meeting.
5. The Chairman of the Council may, on request, be an ex-officio voting member of every committee.
6. The business of committee meetings shall include adoption and signing of the minutes of any previous meeting, actions arising from the minutes and those items described in the agenda of the meeting.
7. Committees shall normally consist of at least four members and a maximum of ten members, including the Council Chairman or, in his absence, the Council Vice-Chairman. The Finance and Governance committee shall consist of at least four members and a maximum of seven members.
8. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

9. The financial powers delegated to committees are as follows:
- (a) Approving expenditure up to £5,000 (excluding vat) on any single item without prior reference to the Council. This must comply with the Council's existing policies and be within the committee's remit and budget for the year. The approval is subject to each expenditure or tender being no more than 10% in excess of the approved budget figure and the overall committee budget balanced by an offset against another budgeted amount.
 - (b) Any item over £1,000 exceeding budget in this way must be specifically drawn to the Council's attention at the next Council meeting.
 - (c) In cases of emergency or risk to health and Safety, the Clerk/Responsible Financial Officer shall be delegated to spend up to £2,000 in consultation with the Chairman of the relevant committee or the Council or in their absence the Vice-Chairmen.
 - (d) On non-urgent items the Clerk/Responsible Financial Officer shall be delegated to spend up to £500 in consultation with the Chairman of the relevant committee or Council or in their absence the Vice-Chairmen.
 - (e) Each committee will be responsible for ensuring that its spending remains within budget and that any excesses are brought to the immediate attention of the Full Council.
10. The terms of reference and authority for the committees given in Standing Order No. 4 shall only apply to those matters described below in (a) to (d) and any other delegated to that committee or sub-committee by the Council. All other matters are the direct responsibility of the Full Council.
- (a) Infrastructure, Communications and Environment Committee
 - Maintenance of street lighting and litter clearance.
 - Advising the Council on any public event within the parish (Christmas lighting, Village Day, etc.) and pursuing any plans for events approved by the Council.
 - Maintenance of the Storrington Memorial Pond.
 - Advising the appropriate authorities on areas needing attention, i.e., highways, footways and public footpaths, highway lighting, car parking, traffic and road signs.
 - Dog bins.
 - Public conveniences.
 - Environment and climate change.
 - Waste provision and recycling.
 - Street furniture and floral displays.
 - Develop and implement a Council communication strategy to ensure a range of communication methods are in place to keep our parishioners well informed and engaged and that the Council is accessible to local people.
 - Formulate and implement initiatives to increase tourism and visitors to the Parish. Support local businesses by assisting with local events and activities aimed at ensuring we have a thriving village for both local people and visitors.
 - (b) Recreation and Property Committee
 - Maintenance and management of all property owned or leased by the Council.
 - Maintenance and management of open spaces and playgrounds owned or leased by the Council, including trees located on those open spaces and playgrounds.
 - Liaison with tenants of buildings and property owned by the Council.
 - Hall Hire.
 - Allotment management.
 - Youth provision and engagement.

(c) Planning and Development Committee

- To make representations to the Local Planning Authority on applications for planning permission.
- To make representations in respect of appeals lodged against planning decisions made by the Local Planning Authority.
- To identify and report any matters in respect of enforcement matters or breaches of planning conditions.
- To monitor, review and where necessary, make recommendations regarding the Planning process.
- To make representations to consultations on Local Plans developed by District Council, County Council and the South Downs National Park Authority.
- Maintenance of trees owned by the Parish Council.

(d) Finance and Governance Committee

The following matters may be considered by the committee or by Full Council.

- To appoint Parish Council Committee Chairs, Vice-Chairs, as members of the F&G Committee (Standing Orders 4 iv) – with a maximum limit of seven members in total.
- To review the Financial Regulations and make appropriate recommendations, prior to them being adopted by Full Council.
- To consider administration of the Parish Council's bank accounts and other financial dealings and make recommendations to the Full Council.
- To review pay and conditions of service for employees annually (November – in time to be included in the next year's budget) and make recommendations to the Full Council.
- To work with the Council's Responsible Financial Officer (the Clerk) to ensure that the Committee is fully informed of the Council's financial resources and expenditure obligations.
- To regularly review the Parish Council's three-year Strategic Plan and make recommendations to the Full Council.
- To be responsible for making recommendations to the Council on budget requirements, including recommendations for the precept level to ensure the Council manages its finances to meet its short and long-term goals by:
 - Advising the Council of the potential cost of new services.
 - Taking into account the estimates of services identified by other committees and working groups.
 - Considering forward planning and necessary earmarked reserves for the replacement of equipment, vehicles, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year.
 - Ensuring that the budget is linked to the tasks identified in the three year Business Plan and the management of the Council's assets and responsibilities.
- To consider financial implications of a COVID II type scenario.
- In relation to risk management, the Finance and Governance Committee should develop a strategy and budget for the Parish Council in compliance with the Council's Risks and its Risk Management Policy.
- To oversee all legal matters pertaining to leases, insurance (cover and claims), contracts, loans and debt recovery and make recommendations to the Full Council.
- To ensure projects are costed and prepare budgets for consideration by Clerk/Finance & Governance committee and to manage budgets once projects are adopted.
- To work with other committees as appropriate, significantly ICE for communications and Finance & Governance.
- Research potential sources of funding streams for traffic improvement projects. Specific projects can be delegated to the working party when appropriate.
- To ensure representation at key partner meetings. Specific meetings can be delegated to the working party when appropriate.

(e) Traffic and Transport Committee

- The committee will consist of between 4-10 Parish Councillors with membership to be determined at a meeting of the Full Council.
- To direct the priorities of the Traffic and Transport Working Party.
- To receive recommendations from the working party. To assess recommendations and make decisions. Where significant policy decisions are made, the Traffic and Transport Committee will seek ratification from Full Council before proceeding.
- To be responsible for the creation and on-going (yearly) review of the Storrington and Sullington traffic management plan.
- To be responsible for the delivery of the Storrington and Sullington traffic management plan once agreed.
- To ensure projects are costed and prepare budgets for consideration by Clerk/Finance and Governance committee and to manage budgets once projects are adopted.
- To work with other committees as appropriate, significantly ICE for communications and Finance & Governance.
- Research potential sources of funding streams for traffic improvement projects. Specific projects can be delegated to the working party when appropriate.
- To ensure representation at key partner meetings. Specific meetings can be delegated to the working party when appropriate.
- Public transport.
- Village gateways and signage

In addition to the Committee, the Traffic and Transport Working Party will continue to pull together the background, assess options and make recommendations to the Traffic and Transport Committee. This group will consist of members from the Council, the community and other external parties.

Terms of Reference for Traffic and Transport Working Party

- The working party should have no less than 2 council members. At least 1 member of the Council needs to be present at any meeting.
- The Working Party shall elect a Chair who will be a councillor and who will chair meetings and call meetings as necessary.
- There are no restrictions where meetings shall be held.
- A written note of each meeting, including attendees list, shall be taken and copied to the clerk, so that there is a record of outcomes of the meeting and any recommendations to council.
- There is no limit to the number of members that can be invited to join the working party.
- The working party may invite members of the public, or representatives of any outside bodies (eg; CSW, WSCC Highways, HDC, Sussex Police), or other interested community groups, to become members or attend meetings as required.
- The Council members on the working party will be responsible for determining the requirements and management of the members. This will be on an on-going basis.
- In cases of tied voting on recommendations to the Full Council, the chair may exercise a casting vote.

Aims of the Working Party:

- To identify, qualify and list the traffic management problems that affect the Parish. These may include but are not limited to: Speeding, Parking, Congestion, Road quality, Air Quality, and impact on the community.
- To consider different forms of traffic management solutions.
- To consider the impact and consequences of Traffic-related issues on our community, especially vulnerable road users.

- To consider government policy and strategies to put communities' safety, health and well-being as a priority.
- Liaise with government, community, and other organisations to aid assessment and identify potential solutions.
- Liaise with other members of the parish who are pursuing other solutions for traffic management, i.e.: TRO's and Schemes that are being proposed by resident groups etc.
- Formulate proposals to improve the issues identified and present these to the T&T committee for consideration.
- Liaise with appropriate bodies regarding traffic related statistics and identify other means and locations for monitoring to take place.
- Liaise with other parish council groups.
- To ensure that documentation is stored in the central library.

(f) Terms of Reference for Storrington and Sullington Parish Council Nature Recovery Working Party

Aim:

To secure the recovery of nature in and around Storrington and Sullington and to enable everyone to enjoy access to green spaces.

Objectives:

- (i) Inspire and empower residents to bring the wild back into both our urban and rural neighbourhoods.
 - (ii) Restore, connect and create habitats and green spaces:
 - Hedgerows, woodland, orchards, gardens
 - Veteran trees
 - Verges, grassland, pasture
 - Water bodies and courses
 - (iii) Have a focus on charismatic 'flagship' species that serve to inspire the community.
 - (iv) Improve our evidence and understanding of local nature/biodiversity through monitoring, evaluation and adaptive management.
 - (v) Tackle key pressures on species and habitats (e.g. sewage pollution, pesticides, recreational footfall and human use).
 - (vi) Increase carbon sequestration in soil and vegetation.
 - (vii) Promote natural flood management.
 - (viii) Promote wellbeing through access to nature.
- Membership of Working Parties must include at least 1 member of the council (This is for practical purposes so that reports and recommendations to council meetings can be made) together with any residents or agencies who express an interest.
 - The Nature Recovery Working party shall elect a Chair who will be a councillor and who will chair meetings and call meetings as necessary.
 - Meetings may be held in Parish Offices, private homes or online.

- A written note of each meeting, including attendees list, shall be taken and copied to the clerk, so that there is a record of outcomes of the meeting and any recommendations to council.
- Working parties are not empowered to make decisions other than to make recommendations to council or committees.
- Working parties do not have budgets, unless a budget is specifically resolved by council.
- By invitation, the Chair (or other delegated councillor) from the Nature Recovery Working Party may attend any standing committee to discuss relevant Nature Recovery Issues/Initiatives with a view to discussing with the working party and reporting back to the individual committee or full council.