

STORRINGTON & SULLINGTON PARISH COUNCIL

TERMS OF REFERENCE AND AUTHORITY FOR COMMITTEES

COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

1. The Council shall at its Annual Council Meeting appoint standing committees listed below and may at any other time appoint such other committees, sub-committees and working groups as are considered necessary.
 - (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 Budget 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 :-
- (a) Approving expenditure up to £5,000 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 £1,500 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.

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.
 - Public transport,
 - Dog bins,
 - Public conveniences,
 - Environment & Climate Change
 - Waste provision and recycling,
 - Village gateways & Signage
 - Street furniture, 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. Ensuring the Council is accessible to local people.
- Formulate and implement initiatives to increase tourism/visitors to the Parish. Support local businesses by assisting with local events/activities aimed at ensuring we have a thriving village for local people/visitors.

(b) Recreation and Property Committee

- Maintenance and supervision of all property owned or leased by the Council.
- Maintenance and supervision of open spaces and playgrounds owned or leased by the Council
- 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 Budget Committee. The following matters may be considered by the committee or by Full Council.

- To Review the Financial Regulations and make appropriate recommendations to the Full Council.
- To Receive and Review reports from Internal and External Auditors, considering and reporting upon any recommendations made to the 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 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 3 year Business 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
- Ensure that the budget is linked to the tasks identified in the 3 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 Budget 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.