



## **Remits of Committees and Working Groups**

### **Revised November 2023**

All recommendations made by Committees and Working Groups must be brought to the Parish Council for approval before further action is taken.

Voting rights on Committees are restricted to Parish Councillors except when the Committee has been allocated its own budget by the Parish Council.

#### **Finance Committee**

1. Timsbury Parish Council Finance Committee shall consist of 5 Parish Councillors and the Responsible Financial Officer.
2. Its role is to oversee the Parish Council's financial matters, and to make recommendations to the Parish Council.
3. A meeting will take place in ***September/October*** \*:
  - a) to review expenditure and income in the previous six months,
  - b) to agree rental charges for allotments in the calendar year after next,
  - c) to consider any other business.
4. A meeting will be held in January or whenever required before the Parish Council Meeting that decides the Precept for the following year:
  - a) to estimate expenditure, income, bank balances and reserves at the year end
  - b) to prepare a budget for the following year
  - c) to recommend options for the Precept for the next financial year for the decision and approval of the Parish Council.
5. Other meetings may be held as necessary.

**\*Amended at the meeting of the Full Council 6<sup>th</sup> November 23 to July and January of each year**

#### **Staff Committee**

1. Timsbury Parish Council Staff Committee shall consist of at least 4 Parish Councillors. A minute taker will be agreed at each meeting.
2. Its role is to oversee all matters relating to staffing, which includes relevant formal volunteering, in accordance with the Council's established policies, and to report and make recommendations to the Parish Council.
3. It will hold meetings when required to consider staff requirements, job descriptions, person specifications, recruitment and training; terms and conditions of service including salary scales, pay rates and awards; working conditions, safeguarding and health & safety; grievance and disciplinary issues, and any other staff matters.
4. 3 of the Committee will be appointed to form Staff Appraisal Panels which once a year will review staff performance, pay and other matters with staff, as outlined in the Appraisal Procedure. The Appraisal Panel for the Clerk will not include the Chairman, though it may receive information from the Chairman.
5. Should a staff grievance or disciplinary matter arise, 3 of the Committee shall be appointed form a Staff Panel. Membership should exclude individuals involved in the matter. The timing and procedures of the Panel shall follow the relevant terms in the staff contract and according to relevant national procedures. Should a Panel be regarding the Clerk it will not include the Chairman, though it may receive information from the Chairman.
6. The Committee and Panels will report and make recommendations to the Parish Council.

### **Communications Committee**

1. Timsbury Parish Council Communications Committee shall consist of up to 5 Parish Councillors. The Newsletter editor, a webmaster and Hub coordinator shall be ex-officio members. Up to 3 members may be co-opted. Specialists and advisors may be invited to meetings as appropriate.
2. The Committee shall meet at least 3 times a year.
3. It shall consider all matters relating to the Newsletter, on-line websites, noticeboards and press releases.
4. It shall make recommendations regarding charges such as for advertising in the Newsletter and on-line.
5. It shall oversee and make decisions on budgets allocated to it by the Parish Council, in line with the Financial Standing Orders.
6. It shall coordinate all matters regarding the village Hub Library and to make recommendations to the Parish Council.

### **Planning Committee**

1. Timsbury Parish Council Planning Committee shall consist of all Parish Councillors.
2. Planning applications and policies of B&NES Council and other agencies will be considered whenever possible at Parish Council meetings.
3. Site visits of applications may be held as and when required and report to the Planning Committee.
4. Additional meetings will take place as necessary.

### **Streets and Safety Working Group**

1. Timsbury Parish Council Streets and Safety Working Group shall consist of up to 5 Parish Councillors.
2. Up to 2 members of the public may be co-opted.
3. The Group will work on matters related to safety for all users of roads and footpaths in the village and make recommendations to the Parish Council.
4. The Parish Council supports the Community Speedwatch group who make reports to the Streets and Safety Working Group

### **Planting & Spaces Working Group**

1. Timsbury Parish Council Planting Working Group shall consist of at least 3 Councillors. 2 additional members may be co-opted.
2. The Group shall meet as necessary and will be responsible for organising maintenance of The Miners' Garden, The Triangle, Church Lane banks and the Planters
3. It will be responsible for spending within its allocated budget and make claims for reimbursement.

### **Young People Working Group**

1. Timsbury Parish Council's Young People Working **Group** shall consist of at least 3 Councillors. Additional members may be co-opted.
2. The Group shall meet as necessary and be responsible for working with services, groups and residents to develop support of young people through services, facilities and activities.
3. The Group shall make recommendations to the Parish Council about the above.

### **Green Action Working Group**

1. The Parish Council's Green Action Working Group shall consist of at least 2 Councillors. Additional members may be co-opted.
2. The Group shall carry out promotional activities and events to raise awareness and encourage participation through personal choices and organised action;
3. The Group shall seek to understand the local impact, whether from transport, built and natural environment, energy usage etc.
4. The Group will ensure that the Parish Council's activities and procurement minimises the carbon footprint of the PC and the community.