

# HAUGHLEY PARISH COUNCIL

## TERMS OF REFERENCE FOR COMMITTEES, SUB-COMMITTEES, WORKING GROUPS AND COUNCILLORS WITH INDIVIDUAL RESPONSIBILITIES

All committees, sub-committees, working parties (or groups) and councillors with individual responsibilities work for and behalf of the Council. They can be appointed long term or short term and can include non-councillors, giving a wider perspective on matters. Sometimes there may be an in-sufficient number of councillors or non-councillors available to appoint committees.

A sub-committee's role is to research or investigate, consider and report to the Council. A sub-committee can save the Council time, as they can be used to focus on one topic or issue in relation to the performance of the Council's statutory functions and powers and make recommendations.

Working parties or groups are set up for a short-term purpose. They report to the Council at its monthly meetings and can make recommendations.

---

Membership of Haughley Parish Council's Committees, Sub-committees and Working Parties (Groups) and appointment of Councillors with Individual Responsibilities is determined at the Annual General Meeting of the Council or other meetings of the Council when required.

Except for the Employment Committee, all Committee meetings are open to the public and will be advertised on the parish notice boards.

There should be no less than three members appointed to a Committee, Sub-committee or Working Party (Group). The quorum of a Committee, Sub-committee or Working Party (Group) is to be three. The Committees, Sub-committees and Working Parties (Groups) operate to the Standing Orders of the Parish Council. Each Committee and Sub-committee are to include a Councillor.

Each Committee, Sub-committee and Working Party (Group) must submit its proposals regarding revenue and capital expenditure, if required, for the following financial year for discussion at the October meeting of the Council each calendar year.

---

## **COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS**

### **Employment Committee**

The Committee comprises a minimum of three Councillors. Non-councillors will not be members of this Committee. The quorum shall be three.

The Committee will

- advise the Council on issues that affect employment of persons by the Council
- consult and agree with employees and prospective employee's terms of employment
- oversee performance management reviews with employees annually

- advise the Council on any matter regarding employee remuneration and capability
- review the Council's employment policies at least annually
- advise on training

The Employment Committee reports directly to Council and does not have any delegated powers.

### **Gallowsfield Wood Working Group**

This Working Group consists of an ad-hoc group of Parish Councillors and non-members, from which a chairperson will be elected at its first meeting. There is no specified minimum or maximum number, and members may join or leave the group according to need. This Working Group will report to the Parish Council. Meetings to be held when necessary.

The Working Group will:

- maintain, improve and manage Gallowsfield Wood
- put forward for Parish Council discussion at every October Parish Council meeting a budget of expenditure for improvements and development for the following financial year
- manage the budget approved by the Parish Council, seeking Parish Council approval for every expenditure
- advise and make recommendations to the Parish Council on potential commercial users that may affect Gallowsfield Wood
- make recommendations to the Parish Council for funding of improvements and prepare grant applications to appropriate funding bodies
- work in partnership with the police to alleviate anti-social behaviour and vandalism at Gallowsfield Wood
- provide the Parish Council with notes of each Working Group meeting

The Gallowsfield Wood Working Group reports directly to the Parish Council and does not have any delegated powers.

### **The Biodiversity and Wildlife Conservation Working Group**

This Working Group consists of an ad-hoc group of Parish Councillors and non-members, from which a chairperson will be elected at its first meeting. There is no specified minimum or maximum number, and members may join or leave the group according to need. This Working Group will report to The Parish Council. Meetings to be held when necessary.

The Working Group will:

- Retain an overview of biodiversity and wildlife conservation within the parish
- Liaise with groups within the parish having wildlife and conservation interests
- Manage, maintain, and improve biodiversity and wildlife conservation within the parish
- Look to establish additional areas for biodiversity and wildlife conservation within the parish
- Advise and make recommendations to the Parish Council on the impact of proposals by owners and occupiers that may affect land being managed or proposed for management by the Working Group

- Make recommendations to the Parish Council for funding of improvements and prepare grant applications to the appropriate funding bodies
- Put forward for Parish Council discussion at every October Parish Council meeting a budget of expenditure for improvements and development for the following financial year
- Manage the budget approved by the Parish Council, seeking Parish Council approval for every expenditure
- Provide the Parish Council with notes of each meeting

This Working Group reports directly to the Parish Council and does not have any delegated powers.

### **The Cricket Working Group**

This Working Group consists of an ad-hoc group of Parish Councillors and non-members, from which a chairperson will be elected at its first meeting. There is no specified minimum or maximum number, and members may join or leave the group according to need. This Working Group will report to the Parish Council. Meetings to be held when necessary.

The Working Group will:

- maintain, improve and manage The Cricket
- put forward for Parish Council discussion at every October Parish Council meeting a budget of expenditure for improvements and development for the following financial year
- manage the budget approved by the Parish Council, seeking Parish Council approval for every expenditure
- advise and make recommendations to the Parish Council on potential commercial users that may affect The Cricket
- make recommendations to the Parish Council for funding of improvements and prepare grant applications to appropriate funding bodies
- work in partnership with the police to alleviate anti-social behaviour and vandalism at The Cricket
- provide the Parish Council with notes of each Working Group meeting

The Cricket Working Group reports directly to the Parish Council and does not have any delegated powers.

### **Haughley in Bloom Working Group**

This Working Group was established to manage and maintain the floral displays in the parish. At least one Councillor is to be a member of the working group.

The Working Group will

- maintain, improve and manage the planters and containers in the parish
- put forward to the Council a budget of expenditure for improvements and development for the following financial for discussion at the October meeting of the Council each calendar year
- make recommendations for additional and replacement planters and containers as may be beneficial
- arrange for the acquisition of plants and flowers, their planting and maintenance in the agreed locations

The Haughley in Bloom Working Group reports directly to Council and does not have any delegated powers.

### **Parish Infrastructure Improvement Plan (PIIP) Working Group**

The Working Group was established to compile the Parish Infrastructure Investment Plan document which identifies and prioritises the infrastructure needs of the community. It is used as the basis for informed spending decisions by the Parish Council.

The Working Group to comprises a minimum of three Councillors. Non-councillors will not be members of this committee. The quorum shall be three.

The Working Group will

- carry out an annual resident consultation to establish the infrastructure needs of Haughley
- consider the results of the consultation and produce an updated PIIP for consideration by the Council
- once approved by the Council the PIIP will be reviewed and reported at least twice per annum
- make recommendations for funding of improvements and prepare applications for grants from MSDC Community Infrastructure Levy (CIL) fund
- make suggestions to Mid Suffolk District Council and Suffolk County Council in respect of expenditure of their elements of CIL

The Parish Infrastructure Improvement Plan (PIIP) Working Group reports directly to the Council and does not have any delegated powers.

### **Queens Platinum Jubilee Working Group**

The Working Group was established to organise an event to celebrate the Queens Platinum Jubilee in 2022. The Working Group to comprise a minimum of two Councillors. The Working Group can comprise of Councillors and Non-Councillors

The Working Group will

- plan an event following the Government announcement advising that the 2022 late May Bank Holiday will be moved to Thursday 2 June and grant an additional Bank Holiday on Friday 3 June to celebrate the occasion
- make recommendations to the Council on ideas for the event
- put forward a budget of expenditure to the Council

The Working Group reports directly to Council and does not have any delegated powers.

### **King George's Field, Haughley - Playing Field Committee**

This Committee is not a committee of Haughley Parish Council.

Haughley Parish Council is the Trustee for the King George's Field, Haughley, which is a Registered Charity. The Trustee is the Charity Trustee of the Charity and as such is responsible for the general control and management of the administration of the Charity. The Trustee can delegate the performance of any act

including the power or discretion to a User Committee. This User Committee is known as the Playing Field Committee (PFC). This Committee is set up to consist of 2 members of the Trustee, 3 members co-opted by resolution of the Trustee, 1 nominated member appointed by each of: Haughley Parish Council, Crawford's School, Bowls Club, Football Club and Scouts.

The Committee is to operate in accordance with the Management Agreement as agreed with the Charity Commissioners and Fields in Trust (the Guardian Trustee).

The Councillor reports directly to Council and does not have any delegated powers.

### **The Village Hall Committee**

This Committee is not a committee of Haughley Parish Council.

The Parish Council appoints a Councillor to act as a Council representative on the Village Hall Committee

The Councillor reports directly to Council and does not have any delegated powers.

## **ROLES BEING THE RESPONSIBILITY OF A COUNCILLOR**

### **Allotments, Councillor with responsibility for the**

The Councillor will

- review the allotment rules
- carry out inspections of the allotments
- advise the Clerk to write letters to allotment holders contravening any of the allotment rules
- consider any other issues relating to the allotments e.g., security

The Councillor reports directly to Council and does not have any delegated powers.

### **Assets Register, Councillor with responsibility to maintain the**

The Councillor will

- collate and maintain at least annually, the Asset Register

The Councillor reports directly to Council and does not have any delegated powers.

### **Communications, Councillor with responsibility to promote**

The Councillor will

- advise the Council on means of communication beneficial to the Council
- reports on Parish Council meetings for publication in the monthly Haughley And Wetherden Parish News
- arrange dissemination of information relating to Council activities as required by the Council

The Councillor reports directly to Council and does not have any delegated powers.

### **Emergency Plan, Councillor with responsibility to maintain the**

The Councillor will

- collate and maintain the Emergency Plan
- review the emergency plan at least annually, having due regard to the County and District Councils' Emergency Plans
- recommend any change to the Council

The Councillor reports directly to Council and does not have any delegated powers.

#### **Footpaths, Councillor with responsibility to advise on**

The Councillor will

- promote walking
- survey the footpaths in the parish
- report the findings of these surveys to Suffolk County Council
- monitor the annual maintenance contract works

The Councillor reports directly to Council and does not have any delegated powers.

#### **Lighting, Councillor with responsibility for advising on**

This responsibility relates to the provision and installation of street and other lighting in the parish.

The Councillor will

- keep a record of the street lights plan for which the Council pays electricity costs
- review annual costings and advise the Clerk of any discrepancies
- report faults on the SCC website
- maintain the Christmas Tree lights

The Councillor reports directly to Council and does not have any delegated powers.

#### **Planning Applications, Councillor with responsibility to advise on**

The Council considers Planning Applications relevant to the parish. Residents will be encouraged to attend Council meetings and, with permission of the Chairman, to speak during the Public Forum at the Council meeting.

The Councillor will

- consider planning applications relevant to the parish and make recommendations to the next Council meeting
- in respect of any response to consultation in advance of a formal planning application, consider proposals and make recommendations to the next Council meeting
- in respect of any planning application which any member of the Council considers should be referred to a meeting of the Council, make recommendations to the next Council meeting

The Councillor reports directly to Council and does not have any delegated powers.

#### **Risk Assessments, Councillor with responsibility to maintain the**

The Councillor will

- collate and maintain the risk assessments on behalf of the Council
- review risk assessments at least annually
- ensure that risk assessments are prepared for “new” activities or events

The Councillor reports directly to Council and does not have any delegated powers.

#### **Safeguarding, Councillor with responsibility to advise on**

The Councillor will

- undertake LSCB/SAB endorsed safeguarding children and safeguarding adults training
- ensure all new Council members are familiar with the Safeguarding Policy
- be responsible for following the safeguarding processes and procedures should an incident occur in the village
- be responsible for following the Safeguarding Policy when responding to abuse or an allegation

The Councillor reports directly to Council and does not have delegated powers.

#### **Traffic Issues, Councillor with responsibility to advise on**

The Councillor will

- consider and advise on traffic issues that affect the parish
- manage the siting and 6-weekly relocation of the Council’s Vehicle Activated Signs (VASs) and Speed Indicator Devices (SIDs)
- obtain quotations for additional or replacement units
- manage the maintenance of VASs and SIDs including charging the batteries
- present data from VASs and SIDs on a quarterly basis and publish in the H&WPN

The Councillor reports directly to Council and does not have any delegated powers.

#### **Trees, Councillor with responsibility to advise on**

The Councillor will

- consider and advise the Council on the health and condition of trees in the parish as may be deemed appropriate
- raise applications for tree surgery as agreed by Council
- advise the Council on a Planning Application or Notification of Work to Trees within a Conservation Area, or are subject to a Tree Preservation Order or other conservation status

The Councillor reports directly to Council and does not have any delegated powers.