

COMMITTEE TERMS OF REFERENCE

1. Parameters of Authority

- (a) All standing committees (i.e. Chairmen's, Planning, Amenities, CAP and Consultation) have the authority to incur expenditure within their budget allocation authorised by the full Council each year for expenditure up to £500 but should seek the authority of the full Council prior to committing the Council to any expenditure above this sum.
- (b) Any decision taken by a committee should be examined as to whether or not it might be perceived as having policy or procedural implications for the Parish Council as a whole or as being controversial, either by councillors or the community. Where this is the case, approval should be sought from the full Council prior to implementation.

A committee may wish to consider obtaining an 'in principle' decision from the full Council before undertaking a detailed evaluation of a proposal. This might save unnecessary work should the Parish Council not agree with the proposal. An 'in principle' decision could determine what actions might be undertaken.

- (c) Agendas for all committees should include an item prior to 'Any other business' – 'To agree/confirm any recommendations for approval by full Council'.

2. Chairmen's Committee

- (a) Responsibilities - To give consideration to policy, staffing, the annual work programme and financial matters including grant applications and budgets. To consider any other matters referred to the committee either by full Council or a standing committee or matters that cross committee boundaries and to make recommendations to full Council accordingly.
- (b) Membership - Chairman, Vice Chairman of Council and Chairmen of all standing committees. In the absence of the Chairman of a standing committee, their nominated representative should be invited to attend meetings of this Committee.
- (c) Chairman - Chairman of full Council or in his/her absence, the Vice Chairman.

- (d) Communications Working Party

- (i) Responsibilities - To advise the Chairmen's Committee on the development of soundly based methods of communication internally and externally with particular reference to publicity material, use of Parish magazines (and noticeboards?) and management of the Parish Website.
- (ii) Membership – Two members and the Clerk plus the Chairman ex officio appointed at the first meeting of the Chairmen's Committee after the AGM with local residents able to assist with the work.
- (iii) Chairman - Chairman to be appointed at the first meeting of the Chairmen's Committee after the AGM.
- (iv) Parameters of Authority - As a Working Party of the Chairmen's Committee, any proposals and recommendations should be approved and/or ratified by the Chairmen's Committee and if necessary by the full Council.

- (e) Emergency Planning Working Party (including Flood Prevention)

- (i) Responsibilities - To develop and review annually policies and procedures for emergency planning and flood prevention measures and to advise the Chairmen's Committee and/or the full Council on any action that may need to be taken to prevent emergency situations developing including flooding and/or to address such situations should they arise.
 - (ii) Membership - Four members and the Clerk plus the Chairman ex officio appointed at the first meeting of the Chairmen's Committee after the AGM with local residents able to assist with the work.
 - (iii) Chairman - Chairman to be appointed at the first meeting of the Chairmen's Committee after the AGM.
 - (iv) Parameters of Authority - As a Working Party of the Chairmen's Committee, any proposals and recommendations should be approved and/or ratified by the Chairmen's Committee and if necessary by the full Council.
- (f) Defibrillator Working Party
- (i) Responsibilities - To coordinate the installation and maintenance of defibrillators in Urchfont, Wedhampton and Lydeaway, to organise briefing and training events on their use by local residents and to coordinate any fund raising required.
 - (ii) Membership - One member of the Chairmen's Committee (plus the Chairman ex officio if not the representative) appointed at the first meeting of the Chairmen's Committee after the AGM together with other local residents able to assist with the work.
 - (iii) Chairman - Chairman to be appointed at the first meeting of the Chairmen's Committee after the AGM.
 - (iv) Parameters of Authority - As a Working Party of the Chairmen's Committee, any proposals and recommendations should be approved and/or ratified by the Chairmen's Committee and if necessary by the full Council.

3. Planning Committee

- (a) Responsibilities - To consider all planning applications, applications for listed building consent and applications relating to trees covered by Tree Preservation Orders (including those in the two Conservation Areas), together with consultation documents on planning and related matters. The Committee has the power to submit its views directly to Wiltshire Council or other consulting body. In exceptional cases, the Committee may wish to arrange a public meeting to enable residents to express their views.
- (b) Membership - All members including the Chairman and Vice Chairman ex officio appointed at the AGM. The Committee has the power to co-opt local residents to assist them with their work for limited periods of time. Co-opted members do not have the power to vote.
- (c) Chairman – Chairman to be appointed by the full Council at the AGM.
- (d) Small Planning Groups (Ref: Planning Policies and Procedures Policy 1.3.10 and review 1.9.10)
 - (i) Responsibilities - To consider minor planning applications deemed to be small and non-controversial including tree works. In most cases, the Small Planning Groups will offer 'no objection' in responding to Wiltshire Council's Planning Officers. The Chairman of the Planning Committee will decide (if necessary after discussion with the Chairman of the Parish Council) whether applications should be considered by the full Planning Committee. If any objections are made about an application, it will be referred to the full Planning Committee as it will if a member of the Parish Council so requests (Members of the Planning Committee will receive details of all planning applications).

To give preliminary consideration as to whether planning applications which are likely to be controversial need to be discussed early, prior to consideration by the Planning Committee, to allow further information to be obtained to enable the Committee to have available all the information needed to make an informed decision.

To undertake discussions with Wiltshire Council's Planning Officers and, in the case of applications where it appears possible that the Parish Council will ask for them to be 'Called in', with the divisional member in advance of consideration by the Planning Committee.

All decisions of the Small Planning Groups will be in the form of recommendations to the Planning Committee for retrospective ratification.

(ii) Membership -

Urchfont - The Chairman and Vice Chairman of the Parish Council, the Chairman of the Planning Committee and one Lydeaway resident member (as needed) of the Parish Council with the power to co-opt one other member if necessary in the absence of one of the core members.

Wedhampton - The Chairman of the Parish Council and the Chairman of the Planning Committee together with two Wedhampton resident members with the power to co-opt one other member if necessary in the absence of one of the core members.

(iii) Chairman - Chairman of the Planning Committee.

4. Amenities Committee

(a) Responsibilities -

(i) To manage, maintain and enhance community facilities including Farmers Field, the Pond and its green, the Top Green, the Triangle, the bus shelter, amenity skips, rights of way and other amenities.

(ii) To draw the attention of the Wiltshire Council Highways Authority and other public bodies to concerns of local residents regarding highway maintenance, street lighting and road safety to ensure that action is taken to address concerns.

(iii) To submit recommendations to the Chairmen's Committee on the Committee's priorities and budgetary requirements on an annual basis in line with the Council's fiscal timetable.

(b) Membership - Four members plus the Chairman and Vice Chairman ex officio appointed at the AGM. The Committee has the power to co-opt local residents whether or not they are members of the Parish Council to assist them with their work for limited periods of time. Co-opted members do not have the power to vote with the exception of matters relating to the management of land.

(c) Chairman - Chairman appointed by the full Council at the AGM.

5. CAP (Cemetery, Allotments and Playing Field) Committee

(a) Responsibilities - To manage, maintain and enhance the community facilities at the cemetery, allotments and playing field, including play equipment and play facilities in the Parish.

To submit recommendations to the Chairmen's Committee on the Committee's priorities and budgetary requirements on an annual basis in line with the Council's fiscal timetable.

- (b) Membership - Four members plus the Chairman and Vice Chairman ex officio appointed at the AGM. The Committee has the power to co-opt local residents whether or not they are members of the Parish Council to assist them with their work for limited periods of time. Co-opted members do not have the power to vote with the exception of matters relating to the management of land.
- (c) Chairman - Chairman appointed by the full Council at the AGM.

6. Consultation Committee

- (a) Responsibilities - To consider consultation documents other than those relating to planning. To allow for consultation documents to be considered in due time, this Committee is delegated with the power to respond on behalf of the full Council, taking into consideration that significant consultations shall be considered by all members (see Membership below). The Committee shall report on its deliberations to full Council at the earliest opportunity. This delegation shall be reviewed by the full Council at regular intervals.
- (b) Membership - Three members plus the Chairman and Vice Chairman ex officio appointed at the AGM. Where consultations are considered to be of particular significance to the community, the full Council shall be co-opted onto the Committee when those matters are considered. The Committee has the power to co-opt local residents to assist them with their work for limited periods of time. These co-opted members do not have the power to vote.
- (c) Chairman - Chairman appointed by the full Council at the AGM.

7. Facilitation of Council/Committee Decisions outside of Meetings

Exceptionally decisions can be determined and implemented outside of meetings where time is of the essence and by using the following delegation and procedure.

General delegation is vested in the Clerk to the Council to facilitate and determine decisions within the parameters of agreed Parish Council policies and budgetary provision using email, fax and/or telephone as follows, subject to specific direction by the Chairman or Vice Chairman of individual issues to be resolved in this way.

- (a) An email/fax is to be sent to all Councillors clearly outlining the issue and seeking a clear view from each in this respect by a specified date.
- (b) A response must be received from all Councillors
- (c) Non respondents are to be hastened by telephone.
- (d) Based on the responses from ALL Councillors, the Clerk is delegated to make and enact the decision on behalf of the full Council. Where responses do not give a majority view, then the Clerk is to consult the Chairman/Vice Chairman before taking the final decision.
- (e) All Councillors are to be notified of the final decision by email/fax.
- (f) A record is to be kept of the views of each Councillor and the final decision taken and this is to be reported at the next full Council and/or appropriate Committee meeting.

8. Public Participation

Prior to commencement of the formal business of the Parish Council and its committees, members of the public shall be encouraged to express their views on items on the agenda and to ask factual questions, such questions to be answered if possible at the end of the public participation period. Subject to the Chairman's discretion, contributions by members of the public may be limited to a maximum time of three minutes.

The Chairman and members of the Council shall not engage in any debate with the public, nor should the public be permitted to intervene in any subsequent Council/Committee debate, except in so far as at the Chairman's sole discretion the meeting may be adjourned temporarily to allow further interaction between councillors and the public on matters of fact. This procedure should be explained at the beginning of any meeting at which members of the public are present.

Note - (i) All committees are required to work within the policies and budgetary constraints determined by the full Council.

(ii) In the absence of the Chairman of a committee, the Vice Chairman of the full Council shall chair the meeting.