



BLUNTISHAM PARISH COUNCIL Terms of Reference of Committees

The following terms of reference for Committees were approved by the Council at a meeting held on 6 July 2016 – minute ref: 105

Allotments Committee

To discharge the functions of the Council relating to allotments, including:

- Recommending the budget for allotments to the Council
- Determining the charge for allotments let by the Council
- Letting and determination of tenancies
- Approving terms and conditions for the letting of tenancies
- Acquisition and disposal of land for allotments

Finance Committee

- Recommending the budget and annual precept to the Council by November each year
- Recommending to the Council the salaries and allowances paid to employees
- Determining the allowances paid to Members under the Parish Basic Allowance scheme
- Determining the Chairman's allowance, if applicable
- Risk assessments and insurance of the Council's property and activities
- Management of the Council's asset register
- Determining the Council's systems of internal control and internal audit, including the appointment of the internal auditor
- Recommending to the Council the most appropriate payment methods
- Ensuring adequate procedures for checking purchase orders against invoices
- Supporting the RFO with account concerns
- Raising any unexpected over/under spends to the full Council
- Attend bi-monthly meetings – no fewer than 4 per year

Staff Management Committee

- Carrying out Clerks annual review including setting new KPIs
- Raising concerns with performance directly with the Clerk
- An opportunity for the full Council to feedback any concerns with staff performance
- Provide evidence to the finance committee in support of any salary changes

- Ensure contracts are up to date and refreshed accordingly
- Review correspondence and listen to the Clerk with any concerns with correspondence
- Review pensions are in place for all appropriate staff

Hall Management Committee

- To review fees and charges annual and submit recommendations to the full Council for any changes no later than September each year
- To review the VH budget quarterly and report any concerns to the finance committee
- To review the hall hirer's agreement annually, no later than October each year
- To prepare a repair/maintenance programme for the hall and surrounding land. Ensure they are free from any obvious and significant H&S hazard, including hedges, trees & park furniture (Benches)
- Attendance at bi-monthly meetings – no fewer than 4 per year
- To actively promote the hall and facilities within the wider community
- To be willing to provide holiday cover to unlock and lock the hall as applicable

Planning Committee

- Providing recommendations to the full Council on applications for planning permission for both development control to Huntingdonshire District Council and minerals extraction and waste disposal (Cambridgeshire County Council)
- Commenting on the compliance or otherwise with planning conditions in respect of permissions granted
- Commenting on development plan proposals by Huntingdonshire District Council and Cambridgeshire County Council
- Commenting on the condition of listed buildings and the conservation area in the Parish
- Monitoring conditions and unauthorised planning activity within the Parish