

Hartley Wintney Parish Council – Committee Terms of Reference

1. Introduction

1.1 Full Parish Council Meetings

Parish Council meetings are held in a size appropriate room within the Victoria Hall Complex; Standing Committee meetings are held in the Parish Council Office or another suitable room within the Victoria Hall Complex. The Full Parish Council meets on the first Monday of each month (excluding Bank Holidays when the meeting is deferred to the following Monday) at 7.30pm and Standing Committees meet on intervening Mondays and/or Thursdays as required by the business they need to conduct beginning at 7.00pm unless stated otherwise on the meeting notice.

All meetings are open to the public except when specific items, normally staff or commercially sensitive matters are being discussed when it may be considered prudent to exclude the public, and are conducted in accordance with the Parish Council's Standing Orders.

All meetings shall have an Open Forum in order to allow public speaking. In accordance with Standing Orders Committee Chairman may adjourn a meeting during a particular item to hear from a member of the public if it is of relevance to the matter under consideration.

To promote continued accessibility for members of the public and Council members, all public meetings will be open for remote dial in as audio only. This will be via a Microsoft Teams meeting invite which will be published on the relevant meeting notice.

Members who wish to speak under Open Forum will be encouraged to attend in person, where possible. Public meetings will still require to be quorate in person in order to continue however members who are only able to dial in remotely, may participate in the meeting discussion however they will not be able to cast a vote.

1.2 Standing Committees

The Parish Council operates a committee structure, with the majority of its work carried out by its Standing Committees and Working Parties. The Standing Committees are essentially autonomous and are responsible for setting and spending their own budget, within the constraints of the Financial Regulations. The Council may also establish sub-committees and working parties. Such groups report through their 'parent' Standing Committee, which in turn report to the Parish Council, as required.

Full Parish Council is responsible for expenditure approval of any items under allocated Full Council budget (see Appendix B), however these may be delegated to a relevant Standing Committee, if deemed appropriate within the constraints of the Financials Regulations and agreed with a majority vote at Full Council meeting.

The quorum requirement for each Committee is no less than 3 Committee members.

Standing Committees are appointed at the Annual General Meeting of the Parish Council held each year in May. The Standing Committee Chairman is appointed by the relevant Committee at the first meeting after the Annual General Meeting. The Chairman of the Parish Council is automatically a member of each Standing Committee.

The Standing Committees for FY2022/23 are:

- Finance
- Planning & Infrastructure
- Environment & Amenities
- Staffing*

Members of Standing Committees may be appointed to represent their Committee to outside bodies in order to research items under consideration and may be given delegated authority in advance to

act as required on a specific matter. To ensure that members are not working independently of the council, all correspondence must be approved by the Parish Office and members should report back to the relevant standing committee at the next meeting.

Minutes of Standing Committees are approved at its next meeting (not that of the Parish Council) and will be circulated at the next Full Parish Council meeting for information only. If required under a "Standing Committee Recommendation" agenda item its Chairman can table for the Parish Council Meeting:

- matters which by virtue of Standing Orders or Financial Regulations require approval of Full Council
- matters of particular relevance and/or concern to all members.

Members may raise items not included on the meeting agenda under the "Parish Councillor's Matters" agenda item during which any matter may be discussed however no formative decision may be made under this agenda item.

It is recommended for each Standing Committee to have 6 at least six named members and those Councillors not named as members will automatically become 'Stand in' members who may be called upon if a Committee is not quorate. In this instance, stand in members will be granted full voting rights for that meeting.

2. Finance Committee

The Finance Committee is comprised of the Chairman and Vice Chairman of the Parish Council, representatives of the other Standing Committees and one other member. In the event that the Chairman of a standing Committee is also the Chairman or Vice Chairman, other members can be appointed. The total number of members of the Finance Committee should be at least 6. The Community Bus Working Party and Lucy Pygott Centre Steering Group shall report back through this Standing Committee. The following is a brief resume of the Standing Committee's areas of responsibility:

- Receipt and overview of the Parish Council accounts
- Provision of grants
- Banking arrangements
- Investments
- Public Works Loan Board
- Implementation of financial internal & external audit recommendations
- Preparation of the precept and annual budgets, via the collation of Committee produced budgets
- Receipt and overview of the asset register
- Expenditure approval in line with allocation budget (see Appendix C)
- Tender notices
- Assessment and management of Parish Council reserves
- Asset management including Community Bus and Lucy Pygott Centre
- Review of staff salary payscales for annual budgeting purposes in conjunction with the Staffing Committee

As in line with Hartley Wintney Parish Council Financial Regulations (see Appendix A), this Standing Committee shall have authority to spend items up to £15,000, as identified via the Community Aspirations and Projects Lists. It is recommended that the Projects list is ratified at Full Council prior to submission of the following year's budget.

Any items which exceed this amount or are in addition to the pre-approved Projects List, must be as a recommendation to the next Parish Council meeting.

3. Planning & Infrastructure Committee

The Planning Committee is comprised of at least 6 members of the Parish Council. All Members must undertake basic planning training, where possible.

As part of the membership of this Committee, all members will agree to remain impartial on planning matters, declare interests and refrain from disclosing an opinion on planning applications within a public forum, unless authorised to do so on behalf of the Parish Council and Planning Committee.

The Neighbourhood Plan Steering Group and Conservation Area Review Group shall report back through this Standing Committee.

The Planning & Infrastructure Committee maintain delegation rights to run planning discussions remotely in the instances where, there would be an unnecessary delay to planning responses due to reduced consultation timeframes and/or availability of Planning Committee members for an in person meeting. Remote/online planning discussions are open to members of the public to listen in and will be publicised as per all other public council meetings. The following is a brief resume of the Standing Committee's areas of responsibility:

- Expenditure approval in line with allocation budget (see Appendix D)
- Preparation of annual budgets, for submission to Finance Committee for collation
- Parish Neighbourhood Plan – via appropriate Steering Group
- Planning applications: submission of comments on planning applications within and impacting on the parish
- Planning applications and appeals: appoint a representative to deliver a pre-agreed speech to HDC Planning Committee on applications which merit further representation by the Parish Council
- Conservation Areas: monitoring and liaison with Hart District Council
- Licencing applications: submission of comments on licencing applications within the parish
- Planning Appeals: representations at Planning Inspectorate hearings and public enquiries as necessary
- The Committee can meet with residents, local developers and third parties, as appropriate, to discuss and review developments, working in line with the Hartley Wintney Neighbourhood plan.
- Local Development Framework: monitor changes and preparation of the Parish Council submission
- Local Development: to represent the Parish Council at pre-planning meetings as considered appropriate and to hear submissions from developers
- To review the Neighbourhood Plan at least every 5 years after it has been 'made'. The Committee will promote the use of the Neighbourhood Plan, as required
- To make comment and representations, as appropriate, on neighbouring Parish Neighbourhood Plans
- Minerals & Waste: liaison with neighbouring parishes and preparation of Parish Council submission
- Housing, including Affordable: liaison with Hart District Council, Vivid Housing Group and HHA/ Hastoe Housing Association
- Aviation: representation on Blackbushe Airport Consultative Committee
- Parking: liaison with relevant authorities to improve on and off street parking facilities and controls
- Highways and Traffic: represent the Parish Council on highways and traffic related matters including pedestrian safety
- Community Buildings (exc. Lucy Pygott Centre) and Parish Office: maintenance and improvements

As in line with Hartley Wintney Parish Council Financial Regulations (see Appendix A), this Standing Committee shall have authority to spend items up to £5000, as identified via the Community Aspirations and Projects List. It is recommended that the Projects list is ratified at Full Council prior to submission of the following year's budget.

Any items which exceed this amount or are in addition to the pre-approved Projects List, must be as a recommendation to the next Parish Council meeting.

4. Environment & Amenities Committee

The Environment and Amenities Committee is comprised of at least any 6 members of the Parish Council. The following is a brief resume of the Standing Committee's areas of responsibility:

- Expenditure approval in line with allocation budget (see Appendix E)
- Preparation of annual budgets, for submission to Finance Committee for collation
- Hart Leisure Strategy: support, input and assistance
- Youth: provision of improved facilities and youth events programme
- Memorial & Jubilee Fields: maintenance and development of uses
- Play Areas: provision, maintenance and improvements
- Allotments: maintenance and administration of Vicarage Hill & Dilly Lane allotments.
- Maintenance and improvements: Vaughan Millennium Orchard, St. Mary's and All Souls Churchyard, High Street (planting)
- Springfield Avenue land
- Parish Council Burial Ground: administration and maintenance
- Street Furniture: provision & maintenance of seats, litter & dog waste bins, planters, bus shelters, street lighting, notice boards
- Footpaths: liaison with user groups and Rights of Way Officer
- War Memorials: maintenance, cleaning and repair
- Conservation Development: liaison with HDC and Hazeley Heath Management Committee.
- Environmental Maintenance & Improvements: selected fly-tipping removal, scrub and grass cutting, liaison with Hart District
- Parish Council representation on Commons maintenance, improvements and management plans, ponds and tree planting
- Creation and development of Parish Council Sports Ground and Pavilion at St Mary's Park
- Review the Special Projects budget in line with Projects list and S106 Projects.
- Manage S106 budgets/funds and coinciding projects

As in line with Hartley Wintney Parish Council Financial Regulations (see Appendix A), this Standing Committee shall have authority to spend items up to £5000, as identified via the Community Aspirations and Projects List. It is recommended that the Projects list is ratified at Full Council prior to submission of the following year's budget.

Any items which exceed this amount or are in addition to the pre-approved Projects List, must be as a recommendation to the next Parish Council meeting.

5. Staffing Committee

The Staffing Committee is comprised of up to any 6 members of the Parish Council and should include the Chairmen from the Finance Committee and Policy Working Party. Where the nature of the discussion is deemed confidential under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the agenda item will be closed to the public. One meeting will be held every year to review all staff contracts, job descriptions and payscales. The Staffing Working Party reports to this Committee and non-public meetings will be convened as and when necessary, e.g. to deal with grievance or disciplinary matters; for staff recruitment; or to deal with other emerging personnel matters. Recommendations will then be made to the Staffing Committee as appropriate. The following is a brief resume of the Standing Committee's areas of responsibility:

- Expenditure approval in line with allocation budget (see Appendix B)
- Managing staff recruitment including advertising, selecting and interviewing candidates and to make an appointment within budgetary constraints. To form a recruitment panel when required consisting of up to 3 committee members plus the Executive Clerk, via the Staffing Working Party
- Overseeing the disciplinary process in accordance with the Council's disciplinary procedure
- Overseeing the grievance process in accordance with the Council's grievance procedure
- Managing any process leading to dismissal of staff including redundancy
- To make recommendations to the Finance Committee for the review of staff salary payscales for all staff
- To provide guidance and support to the Executive Clerk and their Team, as required and when appropriate.
- To deal with any other matter that a meeting of the Full Council considers appropriate to be referred to the Staffing Committee

Appeals relating to disciplinary, grievance or pay decisions will be heard in line with the relevant procedures by 3 members of the Council, plus the Executive Clerk where appropriate, who have not been previously involved in the matter and which may include members of the Staffing Committee. Due to the timings stipulated in the Council's relevant employment policies the appeals panel will be organised directly between the Committee members.

As in line with Hartley Wintney Parish Council Financial Regulations (see Appendix A), this Standing Committee shall have authority to spend items up to £5000, as identified via the Community Aspirations and Projects List. It is recommended that the Projects list is ratified at Full Council prior to submission of the following year's budget.

Any items which exceed this amount or are in addition to the pre-approved Projects List, must be as a recommendation to the next Parish Council meeting.

6. Policy Working Party

The Policy Working Party is comprised of at least 5 members plus the Deputy Clerk. It is recommended that the Policy Working Party is not comprised wholly of members who are also on the Finance Committee in the interests of transparency. The following is a brief resume of the Policy's Working Party areas of responsibility:

- Maintenance and monitoring of Policy Documents (Standing Orders & Financial Regulations remain the responsibility of the Executive Clerk)
- Distribution of Policy documents to be produced or updated by relevant Committees
- Publication Scheme & Complaints Procedure
- Health & Safety Policy
- Victoria Hall Charity Management Committee liaison
- Parish Council Compliance (as directed by the Executive Clerk)

There is no budget of financial delegation allocated to this Working Party.

Additional information

For further information, please contact the Executive Clerk or the Chairman of the Policy Working Party.

Amendment Record

- Version 1: Adopted by Full Council – 9th May 2013
- Version 2: Adopted by Full Council – 5th March 2018
- Version 3: Adopted by Full Council – 14th May 2018
- Version 4: Adopted by Full Council – 4th February 2019
- Version 5: Adopted by Full Council – 7th September 2020
- Version 6: Adopted by Full Council – 5th May 2021
- Version 7: Adopted by Full Council – 9th May 2022

Appendix A;

HWPC Financial Regulations section;

1. BUDGETARY CONTROL AND AUTHORITY TO SPEND

1.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000 (except in case of Finance Committee which is (£15000));
- a duly delegated committee of the council for items over £1000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Executive Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

1.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

Appendix B – Full Council & Staffing Committee Budget 22/23

		2022/23	
		BUDGET	Comments
FULL COUNCIL (& STAFFING COMMITTEE)			
100	COUNCIL ADMINISTRATION		
4000	STAFF SALARIES	105,000	Includes annual uplift for 21/22, min. wage increase & additional resource
4005	HMRC & PAYROLL COSTS	8,000	
4030	INSURANCES	4,000	
4051	OFFICE IT UPGRADE	7,500	Annual licensing and IT Technical Support plus additional software
4120	OFFICE SUPPLIES/ ADMIN COSTS	2,000	Includes telephone/broadband, printer charges, stationery and general office supplies.
	Total Expenditure	126,500	
STAFFING COMMITTEE			
4010	STAFF TRAINING & RECRUITMENT	1,500	Annually review as per needs
4020	COUNCILLOR TRAINING	3,000	Annually review as per needs
4040	PENSIONS	3,000	
	Total Expenditure	7,500	
100	Net Expenditure	134,000	
FULL COUNCIL			
110	SPECIAL PROJECTS		
4025	WAR MEMORIAL WORK	0	Annual maintenance paid as required from EMR
4055	QPS CHARTER/ ELECTION COSTS	-	
4060	WEBSITE COSTS	1,500	Annual hosting and maintenance charge of £1400
4065	PARKING BAYS (RED)	8,500	Review in year for use v's cost
4085	COVID RESPONSE	0	Transfer from EMR / General reserves
4095	UNSPECIFIED PROJECTS	0	
	Total Expenditure	10,000	
1200	GRANTS INC. NEIGHBOURHOOD P.	0	
	Total Income	0	
110	Net Expenditure	10,000	
	Full Council - Expenditure	144,000	
	Full Council - Income	-	
	Net Expenditure over Income	144,000	

Appendix C – Finance Committee Budget 22/23

FINANCE COMMITTEE		
200	<u>GENERAL FINANCE</u>	
4100	PUBLIC WORKS LOAN REPAYMT	4,025 Set amount not to be changed
4105	GRANTS & DONATIONS (S137)	- ONLY BUDGET WHAT WILL BE SPENT
4130	ACCOUNTANCY & AUDIT	2,000
4135	BANK CHARGES	600
4140	ANNUAL SUBSCRIPTIONS	2,500 Details as per provision in May 21
4300	LEGAL/ PROFESSIONAL SERVICES	7,500 Additional contracts and legal advise for projects this year
	Total Expenditure	16,625
1076	PRECEPT	-
1090	INTEREST RECEIVED	100
1200	GRANTS INC. NEIGHBOURHOOD PLAN	0
1201	GRANT INCOME S106	0
	EVENT INCOME	5000 Target income
1241	UNPLANNED INCOME	0
	Total Income	5,100
200	Net Expenditure	11,525
220	<u>ASSET MGMT</u>	
	LPC - UTILITIES & SERVICES	6,200 £4000 resource cost is included in 4000
	LPC - MAINTENANCE & REPAIR	2,300
	LPC - CLEANING	2,000
4050	SEASONAL EVENTS	30,000 MOVED FROM E&A & reduced down
	Total Expenditure	40,500
	LPC - INCOME CLUBS	900
	LPC - INCOME BOOKINGS	5,500
	Total Income	6,400
220	Net Expenditure	34,100
	Finance - Expenditure	57,125
	Finance - Income	11,500
	Net Expenditure over Income	45,625

Appendix D – Planning & Infrastructure Committee Budget 22/23

PLANNING COMMITTEE		
430	COMMUNITY BUILDINGS	All buildings split out as separate assets
4540	PUBLIC TOILET UTILITIES	1,900 DOUBLE COSTS TO DATE PLUS 3% INFLATION
4545	PUBLIC TOILET MTNCE & REPAIRS	1,600
4550	PUBLIC TOILET CLEANING	4,000
4600	PARISH OFFICE RENOVATION	- Transfer from reserves or S106 if required
4640	AHALL UTILITIES	3,000 DOUBLE COSTS TO DATE PLUS 3% INFLATION
4645	AHALL MTNCE & REPAIRS	1,500
4650	PARISH OFFICE CLEANING	1,400
4150	PALE LANE UNIT RENTAL	5,000 *MOVE FROM CC 200
4740	PALE LANE UTILITIES	400 DOUBLE COSTS TO DATE PLUS 3% INFLATION
4745	PALE LANE MTNCE & REPAIRS	250
4750	PALE LANE CLEANING	-
	Total Expenditure	19,050
1430	APPLETON HALL INCOME	0 Future income to be retained under management arrangement with Victoria Hall Charity
	Total Income	0
430	Net Expenditure	19,050
440	COMMUNITY BUS	
4000	STAFF SALARIES	18,360 NEW MONTHLY AVE. IS £1500 PLUS 2% INFLATION
4580	COMMUNITY BUS INCIDENTALS	2,000 Does NOT contain any salary costs
4585	COMMUNITY BUS FUEL	3,000 EST.
4590	COMMUNITY BUS MTNCE & REPAIRS	3,000 MAINTENANCE CONTRACT
4595	COMMUNITY BUS INSURANCE	3,000 Increase due to higher value of vehicle
4570	COMMUNITY BUS VEHICLE SINKING FUND	Apr-23
	Total Expenditure	29,360
1440	FARE INCOME	6,750 TARGET EARNINGS however COVID restrictions on passenger numbers may well be with us into the next Financial Year – 1m+, mask wearing and extra cleaning; Fares are increased to standard £6.50. Actual to users of the door to door are £3.25 assuming HCC continue with 25% subsidy and HWPC subsidise 25%
1441	ROSIE MINIBUS CONTRIBUTION	2,000 AS PER AGREEMENT - RMO pay the annual £2000 minimum usage charge but do not exceed 2000 miles usage; Continued provision of free transport for Community Kitchen and village old people events without additional driver costs
1443	BUS SERVICE OPERATORS GRANT	1,100 Figures remain unchanged
1444	CONCESSIONARY FARES	2,250
1442	UNSPECIFIED CONTRIBUTIONS	2,000 ADDITIONAL FUNDING TARGET - Income from an alternative source such as Hook PC could be obtained
	Total Income	14,100
440	Net Expenditure	15,260
450	COMMUNITY PLANS	
4610	CONSERVATION AREA REVIEW CONSULTANCY FEES / PROJECT	1,000 If more funding required, transfer from general reserves £5000 TO BE MOVED FROM RESERVES
	Total Expenditure	1,000
450	Net Expenditure	1,000
	PLANNING - Expenditure	49,410
	PLANNING - Income	14,100
	Net Expenditure over Income	35,310

Appendix E – E&A Committee Budget 22/23

ENVIRONMENT & AMENITIES COMMITTEE			
400	GENERAL ENVIRONMENTAL		
4400	HIGH STREET PLANTERS	2,000	Hattons Pond railings, 4 tier one all year, tubs summer only and proposed 'displays' on 3 entries to the village (A30 x 2 plus Fleet Road)
4405	ENVIRONMENTAL MAINTENANCE	3,000	
4410	PARISH VEHICLE	1,000	Insurance, fuel, maintenance - costs should reduce on the new truck
4415	STREET FURNITURE	1,500	To include flagpoles, notice boards and mtce
4420	STREET LIGHTING	11,000	Includes lights & electricity. This is primarily a charge from HCC - we receive 2 invoices per year.
4435	TENNIS COURT	-	
4440	PLAY AREA	1,000	Reduced figure is to cover standard maintenance. There is a capital project on the list to cover substantial upgrades.
4450	BIN EMPTYING / DOG FOULING	4,000	With private Contractor
4475	GRASS CUT - ALL AREAS (OTHER SMP)	22,000	New contract to include tree works and one off - opp to reduce if budget requires
	HATTONS POND	5,000	Ongoing mtce costs of amenity space
4700	ORCHARD DEVELOPMENT	-	All expenditure funded from reserves.
4720	SMP LEGAL / PROF SERVICES	-	legal costs associated with grounds will be moved from Reserves and/or S106 funds
4725	MARKET RESEARCH		Included within additional office resource
	Total Expenditure	50,500	
1000	HIGH ST MARKET INCOME	10,000	£3000 charge to car park, aim to increase rent by a % and more stallholders
1005	FOOTBALL CLUB RENTAL	1,700	Aim to increase rent over 3 years to £2000 - £140, £150 & £150
1010	TENNIS CLUB RENTAL	-	Not included in precept
1020	EVENT INCOME - YOUTH	-	
1445	SOLAR FARM HW/ WINCHFIELD	1,800	Annual payment due December
	Total Income	13,500	
	Charge for market	3,000	
		3,000	
400	Net Expenditure	40,000	
410	BURIAL GROUND		
4490	MAINT. - BURIAL GD	13,500	Gravedigger charges - recovered in income
	SINKING FUND FOR EXT.	3,000	£1 per household
	Total Expenditure	16,500	
1410	INTERMENT INCOME	28,000	Ave. annual income of £16,000 plus include gravedigger costs as above and admin
	Total Income	28,000	
410	Net Expenditure	- 11,500	
420	ALLOTMENTS		
4500	ALLOTMENTS WATER SUPPLY	600	
	ADMIN COSTS	1,000	Software
4505	ALLOTMENTS MAINTENANCE	1,000	Want to tidy up and mgmt of Vicarage Hill
	Total Expenditure	2,600	
1420	ALLOTMENT INCOME	4,600	Plot fees increased from 20/21 onwards. Must at least break-even
	Total Income	4,600	Add in £30-50 deposit for all allotments
420	Net Expenditure	- 2,000	
	E & A - Expenditure	72,600	
	E & A - Income	46,100	
	Net Expenditure over Income	26,500	