

# 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 FY2023/24 are:

- Finance
- Planning & Infrastructure
- Environment & Amenities

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.

To promote continued accessibility for members of the public and Council members, all Committee Meetings will be open to the public for remote dial in as audio only as well as face to face. 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.

In exceptional circumstances, such as unavailability of Executive Clerk or Officer deputising for the Executive Clerk, is unable to attend a meeting in person, or the meeting is at risk from not being quorate, all Committee's maintain delegation rights to run discussions remotely. Remote/online Committee discussions are open to members of the public to listen in and will be publicised as per all other public council meetings. There will be a reduced agenda in this instance and only financial matters previously approved via the budget or prior Full Council /Committee ratification, will be authorised.

The following is a brief resume of the Standing Committee's areas of responsibility: 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 (<https://www.hartleywintney-pc.gov.uk/hw-parish-council/annual-budget/> )
- Tender notices
- Assessment and management of Parish Council reserves
- Asset management including Community Bus and Lucy Pygott Centre
- Review of staff salary paycales 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.

**All resource and staffing financial items will be discussed confidentially under the Finance Committee**

**Staffing concerns, appraisals, disciplinary or capability issues will be dealt directly with the Chairman of the Parish Council and Executive Clerk, if appropriate, and ratified via a Confidential Agenda item in Full Council.**

The following is a brief resume of the Finance Committee's areas of responsibility for staffing:

- Expenditure approval in line with allocation budget (<https://www.hartleywintney-pc.gov.uk/hw-parish-council/annual-budget/> )
- Approval of staff recruitment including advertising costs and confirming appointment within budgetary constraints.
- Recommendations for the review of staff salary paycales for all staff
- Ratifying Staff salary scales and annual costs.

### 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 as well as 'offline' (i.e. via email exchange supervised by the Executive Clerk) 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 or online/remote meeting.

The following is a brief resume of the Standing Committee's areas of responsibility:

- Expenditure approval in line with allocation budget (<https://www.hartleywintney-pc.gov.uk/hw-parish-council/annual-budget/> )
- 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 (<https://www.hartleywintney-pc.gov.uk/hw-parish-council/annual-budget/> )
- 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.

## **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 – 9 <sup>th</sup> May 2013
Version 2:	Adopted by Full Council – 5 <sup>th</sup> March 2018
Version 3:	Adopted by Full Council – 14 <sup>th</sup> May 2018
Version 4:	Adopted by Full Council – 4 <sup>th</sup> February 2019
Version 5:	Adopted by Full Council – 7 <sup>th</sup> September 2020
Version 6:	Adopted by Full Council – 5 <sup>th</sup> May 2021
Version 7:	Adopted by Full Council – 9 <sup>th</sup> May 2022
Version 8:	Adopted by Full Council – 9 <sup>th</sup> May 2023

## 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').