

Bayston Hill Parish Council Committee Terms of Reference:

- The minutes of all committees shall be made available to Full Council for scrutiny
- Full Council shall be advised of all actions completed by a Delegated Committee.
- All activities undertaken by a committee shall be completed in compliance with current policies in place for the Parish Council.

Finance and Personnel Committee (Delegated Committee) - The Council will, following the Annual Meeting establish a Finance and Personnel Committee to carry out the following tasks:

- Facilitate the recruitment, interview, and appointment process for new employees. (Any new employee appointment shall be approved by Full Council prior to the recruitment process starting.)
- Ensure that an appraisal process is completed annually for all employees in accordance with the BHPC Appraisal Policy.
- Confirm that performance targets have been met.
- Recommend any financial award to Full Council.
- Draw up and review job description annually.
- Establish a training programme for all staff and review annually.
- Ensure that all staff are adequately supervised and supported and specifically new staff during their probationary period.
- Establish a training programme for Councillors and review annually.
- Ensure compliance with the Disciplinary & Grievance Policy
- To ensure that all policies and procedures for the Parish are reviewed at least once in a three-year cycle.
- To delegate the review of a policy to another more appropriate committee if required.
- Appoint sub-committees and working parties if appropriate to undertake its duties.
- To ensure compliance with the Council's Financial Regulations
- Monitoring of the Council's budget and expenditure as presented by the Clerk.
- Ensuring that the budget detail provided to all committees is accurate and suitable for that committee to base decisions on.
- To advise Full Council of any significant deviations to the budget.
- To ensure that the Council complies with the agreed investment strategy and that this is reviewed annually with regards to Bank Accounts and Financial Services.
- To ensure that the Council gets best value for money in the procuring of services and contracts.
- To review insurance arrangements and ensure a recommendation is taken to Full Council in good time prior to the contract expiration date

- Ensuring that a Budget is prepared for Full Council to consider
- Ensuring that all end of year Financial Reports are prepared and approved before going back to Full Council.
- Ensure that the Internal and External Audits are completed, and any recommendations actioned appropriately for approval by Full Council.
- To undertake spot checks of the financial procedures/systems of the council and compliance with the Council's Financial Regulations.
- To manage any debtor up to a value of £5,000 and report back to Full Council for approval.

Planning Committee (Delegated Committee) – The Council will, following the Annual Meeting establish a Planning Committee to carry out the following tasks:

- To determine the Council's views on Town and Country Planning Development Control Issues.
- To prepare and keep under review a policy for future development and planning in the Parish.
- To undertake as required consultation with the County Planning Departments
- To nominate a delegate who would be authorised to speak on a particular planning application to the authorities concerned.
- To consider all applications and appeals within or in areas adjacent to the Parish and to make appropriate comments if required to the relevant authorities.
- To undertake all work in connection with planning and other public enquiries in which the Council wishes to be involved.
- To advise Full Council on all aspects of planning in the Parish
- To appoint sub-committees and working parties if appropriate to complete its duties.
- With regard to complex Planning Applications on the advice of the Clerk to make specific recommendations to Full Council.

Services Committee (Delegated Committee) – The Council will, following the Annual Meeting establish a Services Committee to carry out the following tasks:

- To progress the development of the Pavilion Project. The Services Committee will be heavily engaged with the day-to-day decisions during the Pavilion refurbishment and extension. Delegated to this committee is the ability to receive advice from experts on material considerations during the build and equip stage. In the event that a decision can cause significant delay this committee is authorised to make decisions that do not impact the budget (greater than £5k) or significantly change any plans already agreed – by email consensus. This option is only to be used when the project delay is unacceptable.

- To agree and monitor the standards required for all the Parish amenities and services and the most effective way of organising this provision.
 - Lythwood Sports Area (Playing Fields, Pavilion, Outdoor Gym, Astro Turf Pitch, Tennis Court, BMX track, bowling green)
 - Longmeadow Play Area
 - Street Lighting (under the control of the Parish)
 - Bus Shelters
 - Benches
 - Parr's Pool & Woodland
 - Footpaths
 - Litter bins (managed by the Parish).
 - Youth & Community Building
 - Parish Office
 - Allotments
 - Community Woodland incorporating the Sensory Garden
 - Floral Displays at the Crossroads and Parade and other suitable sites in the village
 - Encouraging, facilitating and supporting community cultural and sporting activities
 - Planning for increased services and provision as required in the future.
- To ensure that all Statutory, Health & Safety and Environmental inspections are completed.
- To ensure that all actions arising from all reports/inspections completed for the Parish are adequately addressed and closed out in a timely manner.
- Ensure that policies and procedures are in place to ensure the Health and Safety of all Council employees
- To establish a programme of actions to enable BHPC and the wider Parish to achieve Net Zero Carbon Emissions by 2035.
- To appoint sub-committees and working parties if appropriate to complete its duties.
- To appoint outside experts as required to move forward projects.
- To manage any spend on items within its remit up to a value of £5,000 and report back to Full Council for approval

Membership of Committees as at May 2025:

Finance and Personnel Committee
6 members (includes Chairman)

Planning Committee
6 members (includes Chairman)

Services Committee

6 members (includes Chairman)

N.B. The Chair is automatically (ex officio) member of all committees.

Committee Terms of Reference are reviewed annually at the Annual Council Meeting in May.

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