



HAUGHLEY PARISH COUNCIL

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TERMS OF REFERENCE FOR COMMITTEES, SUB-COMMITTEES, WORKING PARTIES (GROUPS) AND COUNCILLORS WITH INDIVIDUAL RESPONSIBILITIES

All committees, sub-committees, working parties (or groups) and Councillors with individual responsibilities work for and behalf of the Council. They can be appointed long term or short term and can include non-councillors, giving a wider perspective on matters. Sometimes there may be an insufficient number of councillors or non-councillors available to appoint committees.

A sub-committee's role is to research or investigate, consider and report to the Council. A sub-committee can save the Council time, as they can be used to focus on one topic or issue in relation to the performance of the Council's statutory functions and powers and make recommendations.

Working parties or groups are set up for a short-term purpose. They report to the Council at its monthly meetings and can make recommendations.

Membership of Haughley Parish Council's Committees, Sub-committees and Working Parties (Groups) and appointment of Councillors with Individual Responsibilities is determined at the Annual General Meeting of the Council or other meetings of the Council when required.

Except for the Employment Committee, all committee meetings are open to the public and will be advertised on the parish notice boards.

There should be no less than three members appointed to a committee, sub-committee or working party (group). The quorum of a committee, sub-committee or working party (group) is to be three. The committees, sub-committees and working parties (groups) operate to the Standing Orders of the Parish Council. Each committee and sub-committee are to include a Councillor.

Each committee, sub-committee and working party (group) must submit its proposals regarding revenue and capital expenditure, if required, for the following financial year for discussion at the November meeting of the Council.

COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES (GROUPS)

Employment Committee

The committee comprises a minimum of three Councillors. Non-councillors will not be members of this committee. The quorum shall be three.

The committee will

- advise the Council on issues that affect employment of persons by the Council
- consult and agree with employees and prospective employee's terms of employment
- oversee performance management reviews with employees annually
- advise the Council on any matter regarding employee remuneration and capability
- review the Council's employment policies at least annually
- advise on training

The Employment Committee reports directly to Council and does not have any delegated powers.

Gallowsfield Wood Committee

The committee comprises a minimum of three members and at least one Councillor is to be a member of the committee. The committee is responsible for administering Gallowsfield Wood in accordance with the agreed Terms of Reference. The quorum shall be three.

The committee will

- maintain, improve and manage Gallowsfield Wood
- put forward to the Council a budget of expenditure for improvements and development for the following financial year by end of October each calendar year
- manage the agreed budget in accordance with the budget submitted for approval to the Council
- manage public access and use of Gallowsfield Wood
- determine use of Gallowsfield Wood by commercial businesses
- recommend to the Council written agreements with the commercial businesses to use parts of the property; such agreement to be subject to the approval of the Council
- work in partnership with appropriate funding bodies to improve the facilities
- advise the Council
- work in partnership with the police to alleviate anti-social behaviour and vandalism at Gallowsfield Wood

The Gallowsfield Wood Committee reports directly to the Council and does not have any delegated powers.

The Biodiversity and Wildlife Conservation Committee

The committee is to consist of at least 5 members one of which being a member of the Council. Meetings are to be held at least quarterly. The quorum shall be three.

The committee will

- retain an overview of biodiversity and wildlife conservation within the parish
- liaise with groups within the parish having wildlife and conservation interests
- manage, maintain and improve the biodiversity and wildlife conservation within the parish
- look to establish additional areas for biodiversity and wildlife conservation within the parish.
- look to contact additional groups who would have an interest in an identified area in the parish
- advise and make recommendations to the Council on the impact of proposals by owners and occupiers that may affect land being managed or proposed for management by the sub-committee
- work in partnership with the police and statutory authorities to alleviate anti-social behaviour and vandalism on land managed by the sub-committee

- make recommendations for funding of improvements and prepare grants from the appropriate funding bodies
- put forward to the Council a budget of expenditure for improvements and development for the following financial year by October each calendar year

The Biodiversity and Wildlife Conservation Committee reports directly to Council and does not have any delegated powers.

The Cricket Sub-Committee

The Cricket is a Charity of which Haughley Parish Council is Trustee.

The sub-committee comprises a minimum of three members and at least one Councillor is to be a member of the sub-committee. The sub-committee is responsible for administering The Cricket in accordance with the agreed Terms of Reference. The quorum shall be three.

The sub-committee will

- maintain, improve and manage The Cricket
- put forward to the Bio-Diversity and Wildlife Committee a budget of expenditure for improvements and development for the following financial year by end of October each calendar year
- manage the agreed budget in accordance with the budget submitted for approval to the Council
- manage public access and use of The Cricket
- determine use of The Cricket by commercial parties
- recommend to the Bio-Diversity and Wildlife Committee written agreements with the commercial parties to use parts of the property such agreement to be subject to the approval of the Council
- work in partnership with appropriate funding bodies to improve facilities
- carry out annual safety inspections on play equipment
- advise the Bio-Diversity and Wildlife Committee
- work in partnership with the police to alleviate anti-social behaviour and vandalism at The Cricket

The Cricket Sub-Committee reports directly to the Biodiversity and Wildlife Committee and does not have any delegated powers.

Haughley in Bloom Working Group

This working group was established to manage and maintain the floral displays in the parish. At least one Councillor is to be a member of the working group.

The working group will

- maintain, improve and manage the planters and containers in the parish
- put forward to the Council a budget of expenditure for improvements and development for the following financial year by end of October each calendar year
- make recommendations for additional and replacement planters and containers as may be beneficial
- arrange for the acquisition of plants and flowers, their planting and maintenance in the agreed locations

The Haughley in Bloom working group reports directly to Council and does not have any delegated powers.

Parish Infrastructure Improvement Plan (PIIP) Working Group

The working group was established to compile the Parish Infrastructure Investment Plan document which identifies and prioritises the infrastructure needs of the community. It is used as the basis for informed spending decisions by the Parish Council.

The working group to comprises a minimum of three Councillors. Non-councillors will not be members of this committee. The quorum shall be three.

The working group will

- carry out an annual resident consultation to establish the infrastructure needs of Haughley
- consider the results of the consultation and produce an updated PIIP for consideration by the Council
- once approved by the Council the PIIP will be reviewed and reported at least twice per annum
- make recommendations for funding of improvements and prepare applications for grants from MSDC Community Infrastructure Levy (CIL) fund
- make suggestions to Mid Suffolk District Council and Suffolk County Council in respect of expenditure of their elements of CIL

The Parish Infrastructure Improvement Plan (PIIP) Working Group reports directly to the Council and does not have any delegated powers.

King George's Field, Haughley - Playing Field Committee

This Committee is not a committee of Haughley Parish Council.

Haughley Parish Council is the Trustee for the King George's Field, Haughley, which is a Registered Charity. The Trustee is the Charity Trustee of the Charity and as such is responsible for the general control and management of the administration of the Charity. The Trustee can delegate the performance of any act including the power or discretion to a User Committee. This User Committee is known as the Playing Field Committee (PFC). This Committee is set up to consist of 2 members of the Trustee, 3 members co-opted by resolution of the Trustee, 1 nominated member appointed by each of: Haughley Parish Council, Crawford's School, Bowls Club, Football Club and Scouts.

The committee is to operate in accordance with the Management Agreement as agreed with the Charity Commissioners and Fields in Trust (the Guardian Trustee).

The Councillor reports directly to Council and does not have any delegated powers.

The Village Hall Committee

This Committee is not a committee of Haughley Parish Council.

The Parish Council appoints a Councillor to act as a Council representative on the Village Hall Committee

The Councillor reports directly to Council and does not have any delegated powers.

ROLES BEING THE RESPONSIBILITY OF A COUNCILLOR

Allotments, Councillor with responsibility for the

The Councillor

- reviews the allotment rules
- carries out inspections of the allotments
- advises the Clerk to write letters to allotment holders contravening any of the allotment rules
- considers any other issues relating to the allotments

The Councillor reports directly to Council and does not have any delegated powers.

Assets Register, Councillor with responsibility to maintain the

The Councillor will

- collate and maintain at least annually, the Asset Register

The Councillor reports directly to Council and does not have any delegated powers.

Communications, Councillor with responsibility to promote

The Councillor will

- advise the Council on means of communication beneficial to the Council
- arrange dissemination of information relating to Council activities as required by the Council

The Councillor reports directly to Council and does not have any delegated powers.

Emergency Plan, Councillor with responsibility to maintain the

The Councillor will

- collate and maintain the Emergency Plan
- review the emergency plan at least annually, having due regard to the County and District Councils' Emergency Plans
- recommend any change to the Council

The Councillor reports directly to Council and does not have any delegated powers.

Footpaths, Councillor with responsibility to advise on

The Councillor will

- promote walking
- survey the footpaths in the parish
- report the findings of these surveys to Suffolk County Council
- monitor the annual maintenance contract works

The Councillor reports directly to Council and does not have any delegated powers.

Lighting, Councillor with responsibility for advising on

This responsibility relates to the provision and installation of street and other lighting in the parish.

The Councillor will

- Keep a record of the street lights plan for which the Council pays electricity costs

- Review annual costings and advise the Clerk of any discrepancies
- Report faults on the SCC website
- Maintain the Christmas Tree lights

The Councillor reports directly to Council and does not have any delegated powers.

Planning Applications, Councillor with responsibility to advise on

The Council considers Planning Applications relevant to the parish. Residents will be encouraged to attend Council meetings and, with permission of the Chairman, to speak during the Public Forum at the Council meeting.

The Councillor will

- consider planning applications relevant to the parish and make recommendations to the next Council meeting
- in respect of any response to consultation in advance of a formal planning application, consider proposals and make recommendations to the next Council meeting
- in respect of any planning application which any member of the Council considers should be referred to a meeting of the Council, make recommendations to the next Council meeting

The Councillor reports directly to Council and does not have any delegated powers.

Risk Assessments, Councillor with responsibility to maintain the

The Councillor will

- collate and maintain the risk assessments on behalf of the Council
- review risk assessments at least annually
- ensure that risk assessments are prepared for “new” activities or events

The Councillor reports directly to Council and does not have any delegated powers.

Traffic Issues, Councillor with responsibility to advise on

The Councillor will

- consider and advise on traffic issues that affect the parish
- manage the siting and relocation of the Council’s Vehicle Activated Signs (VAS) units and Speed Indicator Devices (SIDs)
- obtain quotations for additional or replacement units, and the maintenance thereof
- present data from VAS units or SIDs on a quarterly basis

The Councillor reports directly to Council and does not have any delegated powers.

Trees, Councillor with responsibility to advise on

The Councillor will

- consider and advise the Council on the health and condition of trees in the parish as may be deemed appropriate
- raise applications for tree surgery as agreed by Council
- advise the Council on a Planning Application or Notification of Work to Trees within a Conservation Area, or are subject to a Tree Preservation Order or other conservation status

The Councillor reports directly to Council and does not have any delegated powers.