

Organisation of Responsibilities and Terms of Reference within Shadoxhurst Parish Council



Shadoxhurst Parish Council

Protecting the Woodland Gateway to the Countryside

INTRODUCTION

This document details the way that Shadoxhurst Parish Council (SPC) works with Advisory Groups taking responsibility for different areas of responsibilities.

TERMS OF REFERENCE

It is important to understand that these Groups are advisors to the full council and are operating under the auspices of the Parish Council. Each Group will be led by a Parish Councillor and will include the number of Parish Councillors as detailed plus members of the public where external expertise is appropriate. The Group Leader will ensure that the Group adheres to the following Terms of Reference:

1. **Conduct of Business.** The Group is expected to conduct its business in accordance with of the governance requirements of SPC.
2. **Communications.** Matters relating to the running of the Group between Parish Council meetings should be communicated within the Group only unless it is felt that other members of SPC need to be informed or are required to agree to a decision being made. It is intended that email traffic outside the Groups should be kept to the minimum required for proper governance. The Parish Clerk should only be copied into emails for items that need her attention or of which she needs to be informed.
3. **Financial Commitments.**
 - a. **For sums less than £1,500:** Except for the Village Hall and the Pavilion/Recreation Field Groups, no Group is authorised to make a financial commitment without a proposal from the Group being agreed by either the Chairman or Vice-Chairman. The Village Hall Group and the Pavilion/Recreation Field Group are authorised to make purchase commitments and payments to a maximum value of £1,500; these payments are to be agreed by a minimum of two of the Councillors on the Group and communicated immediately to the Clerk.
 - b. **For sums greater than £1,500:** All Groups need to make a proposal to SPC, ideally for discussion at a Parish Council meeting
4. **Quotations.** Where a financial commitment requires SPC to acquire multiple quotations, the Group must prepare a full specification of the works/services or products required, together with a list of potential suppliers and ask the Clerk to request the quotations which will be returned to the Clerk who will either:
 - a. Open them at the next quorate meeting, or
 - b. Create an anonymised report on the quotations for circulation to all the Councillors for a decision to be takenIn either case, any decision will be recorded in the Group Report for the next Parish Council meeting
5. **Reporting.** The Group Leader will provide a written report to all the members of SPC at least 3 days before any Parish Council meeting. This report will include:
 - a. A summary that describes the activities conducted since the previous meeting, decisions taken, and commitments made. This summary will form the basis of the of the

- minutes for the meeting, amended as appropriate from any discussions at the meeting;
as such it will be the public record
- b. Any items that need to be discussed at the forthcoming meeting with a clear statement of decisions required
 - c. Other points that the Group feel that other councillors should be made aware

ELECTION OF OFFICERS TO ADVISORY GROUPS AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL

Village Hall: Mrs Clapp

Operational management of the Village Hall – Mrs Clapp, Mr Hayward, Mr Richmond-Coggan plus one member of the public

Pavilion, Recreation Field: Mr Crowley

Operational management of the Village Facilities – Mr Crowley, Mr Hayward, Mrs Clapp

Finance & Policy: Mr Hayward

Finance, Governance and Policy Group – Mr Hayward, Mr Crowley, Mr Richmond Coggan

Section 106 Monies – Mr Hayward, Mr Ledger

Grant & Funding Applications: Mr Crowley, Mr Hayward

Administration: Mr Crowley

Disciplinary and Grievance Committee – Mr Crowley, Mr Cass

Staff Line Manager: Mr Crowley, Mr Richmond-Coggan

Appeals Committee – Mr Crowley, Mr Cass

Councillor to serve on reciprocal Complaints Committee for Woodchurch Parish Council if required – Available councillors

Planning: Mr Hills

Shadoxhurst Planning Applications: Mr Hills, Mr Richmond-Coggan

Strategic Planning Applications: Mr Hills, Mr Ledger, Mr Richmond-Coggan

Third-Party Relationships: Mr Ledger

KALC – Mr Ledger and Mr Richmond-Coggan

ABC Parish Forum – Mr Cass

Chilmington Green – Any available councillor and Mr Finnis as non-Parish Council member

KALC Joint Parishes Traffic Committee – Mr Ledger

KALC Joint Parishes Planning Committee – Mr Ledger

Representatives on Village Forum – Mr Ledger

Utilities Advisory Group – Mr Ledger and Mr Finnis as non-Parish Council member

Police Committees – Mr Crowley

Shadoxhurst Charities – Mr Ledger, Mr Richmond-Coggan and Mrs Ellis as non-Parish Council member

Strategic Project: Mr Cass

Improve Village Facilities with a Community/Sports Hall/Play Equipment/MUGA at the Recreation Field – Mr Cass, Mr Hayward, Mr Crowley and Mr Richmond-Coggan

Conservation & Heritage Advisory Group: Mr Crowley

Conservation and Heritage Advisory Group – Mr Crowley, Mr Richmond Coggan with Mrs Ellis and Mr Williams as non-Parish Council members

Website & Communications: Mr Richmond-Coggan

Communications Group – Mr Richmond Coggan, Mrs Clapp and Mr Crowley

Website Management - Mr Richmond Coggan, Mrs Clapp and Mr Crowley

Charitable Land Trust: Mr Cass

Charitable Land Trust – Mr Cass, Mr Ledger and Mrs Ellis as non-Parish Council member

Highways: Mr Hills

Highways and Byways – Mr Hills and non-Parish Council members

DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review all Parish Council Paperwork – August – **Finance & Policy Group**

Six Monthly Review of Fixed Assets – September and March – **Finance & Policy Group**

Six Monthly Risk Assessment/Financial Risk Assessment – September and March – **Finance & Policy Group**

Internal Parish Council Audit – Mr L Robbins overseen by **Finance & Policy Group**

Councillors Responsible for Finance – **Finance & Policy Group**

Annual Review of Insurance Arrangements – **Finance & Policy Group**

Weekly Play Area and CEE Safety Check – **Pavilion/Recreation Field Advisory Group**

Annual Inspection of Play Area and CEE – The Play Inspection Company overseen by **Pavilion/Recreation Field Advisory Group**

Councillors responsible for Website and Publicity – **Website & Communications Group**

Councillors responsible for assisting with Transparency and Data Protection – **Website & Communications Group**

Councillors responsible for accuracy of Council Policies – **Finance & Policy Group**

Councillor responsible for Post and Emails – **Councillors in the relevant Groups**

Councillors responsible for checking Village Hall following hiring – **Village Hall Advisory Group**

Councillor responsible for Returning Questionnaires – **Website & Communications Group**

Councillor responsible for completing Grant applications – **Website & Communications Group**

Councillor responsible for producing the Newsletter – **External Relations Group**

Councillor responsible for Footpaths – **Highways Group**

Tree Warden – **Pavilion/Recreation Field Advisory Group**

Reviewing Planning Applications – **Planning Group**