

DRAFT



Review of Committees and work groups - structure and remits

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Objective of the review

- **The review was proposed to help improve efficiency, effectiveness and streamlining of the reporting process at Parish Council meetings**
- The Group met at the Parish Office on Friday 21st June and were unanimous in agreeing the way forward.
- Prior to the July Council meeting it was agreed to seek input from DALC before presenting proposals to Council.
- Having received DALC comments the group reconvened on August 21st to review and revise proposals in the light of DALC comments

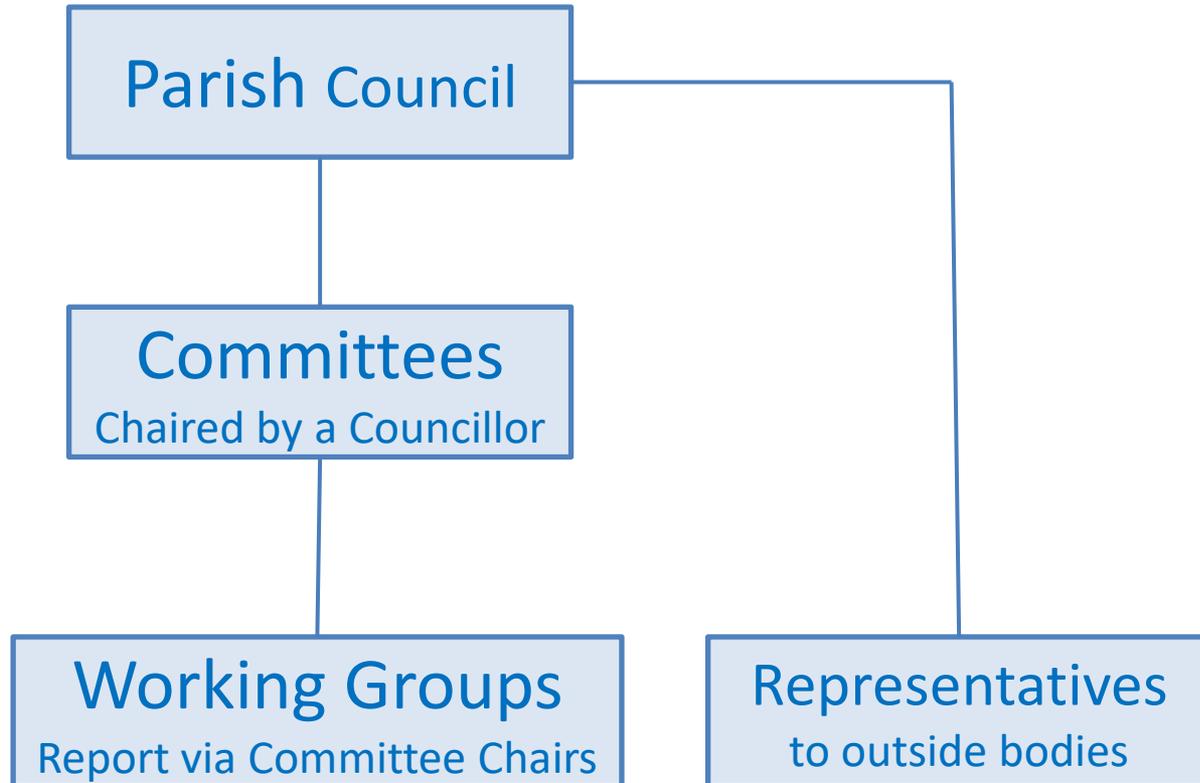
Role of Committees

- To take responsibility for specific aspects of Parish Council business, build knowledge, experience and expertise in the Committee's subject, enabling Committee Chairs to present proposals and recommendations for the full Council to vote on and to answer any questions.
- Where defined, (eg: single dwelling planning applications) to have delegated authority to make binding decisions if ratified by Council.
- Where required, to have delegated authority to purchase goods and/or services up to an agreed maximum level per purchase solely for the purpose of executing the Committee's function, providing such expenditure was part of the approved annual budget. Once 50% of that budgeted expenditure was reached, further expenditure would require authorisation by the Finance/Admin/HR Committee
- The single exception to the above is the Emergency Plan Team whose work may necessitate unplanned expenditure on goods and services in order to manage the emergency.
- To delegate tasks and activities to Working Groups (de facto sub-committees) where appropriate.

A three tier structure

- **Committees** (report to Council)
- **Working Groups** (de facto sub committees)
report to Committees or to Council if directed to do so by the Committee Chair)
- **Representatives to outside bodies** (report to Council as appropriate)

Reporting structure



Core Committees

- **Planning**
- **Finance / Admin / HR**
- **Maintenance**
- **MARS**
- **Marketing & Communications**

Working Groups within Committees

Planning Committee

- Neighbourhood Plan Group
- Community Action Plan Group
- Parking Group

Working Groups within Committees

Maintenance Committee

- Emergency Plan Team
- Parish Paths Partnership Group
- Marigolds Day Team
- Play Park Inspection and Maintenance Group*

* TBC – this group does not yet exist

Working Groups within Committees

Marketing & Communications Committee

- None

Parish Council Representatives

- Memorial Hall
- IDALC
- Town Improvement Charity
- Modbury Education Foundation
- Millennium Meadow
- Modbury Tourist Information Centre
- Modbury Sick and Poor Charity
- Four Rivers Dementia Alliance

Core Committee remits - **Planning**

- Assesses planning applications and makes site visits where required.
- Propose planning recommendations for Council ratification. This applies only to single dwelling planning applications. Larger or commercial applications require full Council approval.
- Delegated authority to make single dwelling planning recommendations (with PC Chair's approval) when deadlines require decisions between monthly PC meetings. EGM ratification required and opportunity for public to be present.
- Meets as required
- Chair oversees work of Neighbourhood Plan Group, Community Action Plan Group and Parking Group

Core Committee remits - **Maintenance**

- Liaises with Emergency Plan Team
- Maintains non arterial roads, pedestrian walkways and public spaces in good and usable condition.
- Arranges and monitors grass cutting by the appointed contractor.
- Identifies maintenance issues with Parish seats adopted by Councillors and commissions repairs when required.
- Maintains play equipment at Champernowne and Memorial Hall play parks, including fences and gates in the latter. Carries out safety checks on Champernowne Play park and maintains records of inspections, findings and actions
- Chair liaises with Parish Paths Partnership Group and Marigolds Day Group
- Committee has delegated authority for expenditure up to £250 ex vat for materials, equipment or services
- Meets quarterly or as special circumstances require

Core Committee remits – **Finance / Admin / HR**

- Proposes the Council's budget for the year and the precept
- Monitors ongoing expenditure against budget and reports to Council accordingly
- Checks quarterly on payments, receipts, vat returns, undertakes regular audit trail checks.
- Ensures all relevant financial and employment regulations are adhered to in conjunction with the Parish Clerk.
- Liaises with Auditor for annual audit.
- Purchases the required insurance cover via competitive tender
- Delegated powers to approve expenditure up to £250 (ex vat)

Core Committee remits – **Marketing & Communications**

- Responsible for communication of the Council's policies, actions and activities to the local community via print, online and other media where relevant
- Manages the Council's website

Core Committee remits – **MARS**

- To act within the constituted terms of reference for this management committee

Working Group Remits – **Planning Committee**

Neighbourhood Plan Group

- To act within the constituted terms of reference for this Group

Community Action Plan Group

- To monitor and progress the Community Action Plan which is derived from the Neighbourhood Plan

Parking Group

- To identify and assess parking issues in the town and establish priority issues.
- To propose viable solutions within a town-wide perspective and not simply move problems from one area to another

Working Group Remits – **Maintenance Committee**

Emergency Plan Group

- Co-ordinate the Community response Team and call to action when needed
- Regularly monitor and update the Emergency Plan as required
- Organise training for volunteer wardens
- Monitor flood risks
- Monitor severe weather warnings and prepare for their implications for Modbury

Working Group Remits – **Maintenance Committee**

(continued)

Parish Paths Partnership Group (P3)

- Identify maintenance, repair and access issues on Modbury's footpaths and liaise with Maintenance Committee and/or Parish Council on their resolution
- Liaise with neighbouring Parishes on footpath connectivity
- Represent Modbury at P3 meetings and report back

Play Park Inspection and Maintenance Group (TBC*)

* this group does not currently exist

- If constituted, this Group would: Maintain play equipment at Champernowne and Memorial Hall play parks, including fences and gates in the latter.
- Carry out safety checks on Champernowne Play park and equipment and maintains records of inspections, findings and actions

Committee Protocols

- Committees must have a minimum of four Parish Councillors and be chaired by a Parish Councillor. Non Parish Councillors can be co-opted onto committees.
- With the exception of the Finance / Admin / HR Committee which meets quarterly, the frequency and location of meetings shall be determined by the Committee Chair
- Committee meetings are open to the public and therefore require an agenda to be published one week prior
- Minutes are required and must be circulated to Parish Council Members and posted on the Council's website
- Co-opted Committee members do not have voting rights

Working Group Protocols

- Key activities of Working Groups or matters requiring Council decisions will be reported by Committee Chairs' reports at Parish Council meetings or by a Working Group member if the Committee Chair so delegates. This ensures key aspects are minuted and published.
- Non Parish Councillors can be co-opted onto Working Groups, whose terms of reference will be agreed with the Committee to which they report.
- The nature of many Working Groups Activities is such that frequent informal meetings to progress matters are often held in people's homes. These progress meetings are therefore not open to the public or publicised.
- Matters requiring Council approval will be identified to Committee Chairs 7 days prior to Council meetings so that they can be added as an agenda item if required

Expenditure controls

- Where delegated authority on expenditure is given to a Committees it is limited to £250 per activity providing such expenditure is in the agreed annual budget.
- Once cumulative delegated expenditure reaches 50% of the budgeted annual figure, further expenditure must be authorised by Council (or the Finance/Admin/HR Committee).