



LOCKING PARISH COUNCIL



The Village Hall, Grenville Avenue, Locking, BS24 8AR
Telephone 01934 820786 E-Mail:- ipcclerk@talktalkbusiness.net

TERMS OF REFERENCE

To complement Locking Parish Council's Corporate Policy it was agreed to formulate Terms of Reference for the Council, the Standing Committees, sub-Committees and Working Groups or Parties.

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COUNCIL

The following matters are reserved to the Council for decisions:

1 General

- 1 All matters for which the approval of the Council itself is required by statute;

2 Finance

- 1 Authorising payment of accounts (other than those relevant to the Standing Committees);
- 2 Setting of the annual precept;
- 3 Preparing annual estimates for all matters not covered by the (two) standing Committees;
- 4 Prioritising special projects brought forward by Council or Standing Committees;
- 5 Drawing up of financial regulations;
- 6 Appointing a bank to deal with the Council's financial affairs;
 - i) appointing cheque signatories;
- 7 Obtaining permission for and negotiating terms of any loans that may be necessary for the Council to fulfil its obligations/carry out capital work;
- 8 If the Council is satisfied with the genuineness of the request, to negotiate loans or grants to village organisations to enable them to continue their work that is beneficial to the village;
- 9 To consider all requests for charitable donations (Policy);
- 10 Defining the terms of employment of the RFO;
- 11 Appointing the RFO;
- 12 Setting and agreeing the salary level of the Clerk/RFO in accordance with the NALC/SLCC agreed rates;
- 13 Ensuring that all Council properties and activities are fully insured;
- 14 Pursuance of all outstanding debts of over £50.00.

3 Administration



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- 1 Defining the job specification of the Clerk;
- 2 Appointing the Clerk;
- 3 Deciding the number of, and appointing members to Standing Committees;
- 4 Formulating and reviewing the terms of reference/delegation of powers for the Standing Committees;
- 5 Setting up, with terms of reference, of any *ad hoc* committees deemed necessary;
- 6 Appointing representatives to serve on outside bodies;
- 7 Reviewing and amending the Members' Handbook; (usually carried out annually in February/March);
- 8 Making any additional Standing Orders;
- 9 To ensure that the Council is aware of any new legislation and strives to be a 'Good Practice Employer';
- 10 To ensure that an Appraisal of the Clerk/RFO is carried out by the Staffing Working Group annually in November; and agree any recommendations made.

4 Miscellaneous

- 1 Re-negotiating, if necessary, the terms of the street lighting maintenance contract.



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HALL & PARK COMMITTEE

A. Council Standing Order 21 states:

“The Council shall at its Annual Meeting appoint Standing Committees (See Supplementary Provisions 2.2), and may at any other time appoint such other Committees as are necessary, but subject to any statutory provision in that behalf: It shall determine the number of persons to serve on the Standing Committees and shall draw up/review their Terms of Reference”

B The Supplementary Provisions to the Council’s Standing Orders states at 2.2.A.2:-

The Parish Council delegates the following responsibilities to the **HALL & PARK COMMITTEE**: for everything within the fence bounding the Hall and the Park in Grenville Avenue/Elm Tree Road.

General

- 1 To meet in alternate months to deal with matters pertaining to the efficient running of the Hall and the adjacent Park.

Hall

- 1 To maintain the Hall in a good state of repair and decoration inside and out;
- 2 To keep the Hall in a clean, tidy, warm and safe condition suitable for all users;
- 3 To comply with all safety regulations and ensure that all checks are carried out punctually.

Park

- 1 To maintain the Park in a tidy and litter-free condition and to ensure that all fences and gates are in a good state of repair;
 - i) to maintain all equipment in a safe condition;
 - ii) to comply with all safety regulations and ensure all checks are carried out punctually.

Finance

- 1 To authorise for payment all accounts relevant to the Village Hall/Park Committee;
- 2 To set the rates of hire for the Village Hall and the Park;
- 3 To prepare annually (in November) the estimates for the ensuing financial year for submission to the Council;
- 4 To monitor Income/Expenditure throughout the year;



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- 5 To make a list of proposed special projects to be referred to the Council;
- 6 To collect all monies due to the Council for the use of the Hall and the Park;
- 7 To refer all outstanding debts to the Council;
- 8 To review the adequacy of the insurance cover for the Hall and Park and their activities;
- 9 To satisfy itself that all Village Hall and users of the Park have adequate insurance cover;
- 10 To agree the Salaries for the Cleaner(s) (if relevant) and Hall Bookings Co-ordinator;
- 11 To recommend the appropriate salary decision(s) to the Council for implementation.

Administration

- 1 To formulate regulations for the hire of the Hall and the Park;
- 2 To devise job specifications for the Cleaner(s) (if relevant), the Hall Booking Co-ordinator, the Parish Orderly (for Park duties only) and the Groundsman (for Park duties only);
- 3 To appoint Cleaner(s) and a Hall Bookings Co-ordinator for the Hall;
- 4 To obtain a Public Entertainment Licence;
- 5 To set up with appropriate terms of reference, any ad hoc sub-committees that may be necessary;
- 6 To communicate directly with users of the Hall.



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ESTATES COMMITTEE

A Council Standing Order 21 states:

“The Council shall at its Annual Meeting appoint Standing Committees (See Supplementary Provisions 2.2), and may at any other time appoint such other Committees as are necessary, but subject to any statutory provision in that behalf: It shall determine the number of persons to serve on the Standing Committees and shall draw up/review their Terms of Reference”

B The Supplementary Provisions to the Council’s Standing Orders states at 2.2.A.2:-

The Parish Council delegates the following responsibilities to the **ESTATES COMMITTEE**: the Playing Field and Changing Rooms, Open Spaces, Public Footpaths, Street Furniture (excluding Street Lighting) Bus Shelters and Allotments.

General

- 1 To meet in alternate months to deal with matters pertaining to the efficient management of the responsibilities listed above.

Playing Field (currently leased by FC Locking, the following is therefore their responsibility):

- 1 To maintain the Playing Field in a tidy condition free of litter, to ensure that hedges are trimmed and that fencing and gates are inspected regularly and maintained in a state of good repair.
 - i) To ensure that pitches and equipment are ready and fit for use;
- 2 To maintain the Changing Rooms in a good state of repair and decoration inside and out;
- 3 To keep the Changing Rooms in a clean, tidy, warm and safe condition suitable for users.

Open Spaces

- 1 To maintain all public open spaces within the village in a tidy condition and free of litter;

Allotments

- 1 To maintain the fences along the south and west sides of the Allotments in a sound and animal-proof condition;



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- 2 To maintain the public footpath through the allotments and its bordering fences in a good condition;
- 3 To ensure that allotment plots are clearly numbered and clearly demarcated;
- 4 To maintain unreserved plots in a tidy condition.

Bus Shelters

- 1 To maintain the 1 Bus shelter owned by the Council in a good state of repair and decoration;
 - i) To ensure that the shelter is cleaned regularly.

Public Footpaths

- 1 To ensure that Public Footpaths are free of obstruction and are walkable;
 - i) To arrange an annual walk of the footpaths;

Roads

- 1 To ensure, as far as possible, that the roads of the village are litter-free.

Dog Bins

- 1 To make arrangements for the emptying of the dog bins.

Finance

- 1 To authorise for payment all accounts relevant to the Estates Committee;
- 2 To set the rates of hire for the Allotments and the Triangle;
- 3 To prepare annually (in December) estimates for the ensuing financial year for submission to the Council.
- 4 To monitor Income/Expenditure throughout the year;
- 5 To make a list of proposed special projects to be referred to the Council.
- 6 To collect all monies due to the Council for the lease of the Playing Field and hire of the Allotments and The Triangle;
- 7 To refer all outstanding debts to the Council;
- 8 To review the adequacy of the insurance cover for Council property and employees;
 - i) to check that any self-employed contractors are fully covered by their own insurance;
- 9 To satisfy itself that users of the Playing Field have adequate insurance where necessary;
- 10 To agree the Salary for the Parish Orderly and the contracting charges for the Groundsman;



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- 12 To recommend the appropriate salary decisions to the Council for implementation.

Administration

- 1 To formulate regulations for the leasing of the Playing Field and hire of Allotments and The Triangle;
- 2 To devise a Job Specification for the contracted Groundsman (Estates work only);
- 3 To devise a Job Specification for the Parish Orderly/Footpath Warden (Estates work only);
- 4 To supply any specialist clothing and equipment needed by the Parish Orderly/ Footpath Warden and to ensure that safety equipment is used;
- 5 To set up with appropriate terms of reference, any ad hoc sub-committees that may be necessary;
- 6 To communicate directly with all users of the Council's (Estates) property.



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EXECUTIVE COMMITTEE

A Council Standing Order 21 states:

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B The Supplementary Provisions to the Council's Standing Orders states at 2.2.A.3:-

"There shall be an Executive Committee comprising the Chairman and Vice-Chairman of the Council and the Chairmen of the two major Committees. The Committee shall meet on an ad hoc basis, at the discretion of the Council Chairman, to deal with matters that require an urgent decision and/or for which it would be inappropriate to call a special meeting of the Council."

B Urgent Business

- 1 To meet, if necessary without the statutory three clear day's notice, to deal with any matter on which an immediate decision as needed and to issue instructions for immediate action;
- 2 To report to the Council at the earliest opportunity the action taken, especially to receive confirmation of any expenditure involved.

Other Business

- 1 To meet, normally with the statutory three clear days' notice, to discuss matters that do not need a special meeting of the Council but require a speedy response e.g. consultation with /requests from other bodies;
- 2 a) To report to the Council at the earliest opportunity the actions taken,
OR
b) If necessary, to put proposals/recommendations to the Council for decision



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REVIEWS WORKING GROUP

A. Administration:

1. The Review Working Group (RWG) shall comprise **THREE** and **ONE** Reserve members of the Council who are not the Chairman of the Council, Chairman of the Village Hall and Park Committee or Estates Committee.
2. The RWG shall be elected annually at the Council's Annual Meeting (CAM) and serve for one year until the next CAM.
3. **THREE** Members shall constitute a quorum.
4. The RWP shall, at its first meeting, elect a Leader, who shall hold office until the next Annual Meeting of the RWG.
5. The Leader of the RWG shall call meetings of the working group as and when he thinks necessary.
6. The Chairman of the Council may summon an additional meeting of the working group as and when he thinks necessary.

B. Business:

1. The RWG shall meet to review annually:
 - a. the Internal Audit Procedures as required by the Annual Audit Return;
 - b. the Financial Risk Assessment;
 - c. the Standing Orders of the Council;
 - d. the Council's Corporate Policy, which includes Standing Orders, Supplementary Provisions, Terms of Reference for the Council and all its Committees/Sub-Committees and Working Parties, Policies and Procedures, Financial Regulations and the Code of Conduct of the Council.
2. The RWG Leader shall report to the Council at least FOUR times a year:
 - a. to enable the reviews to be recorded in the minutes for audit purposes;
 - b. to recommend to the Council changes to the procedures.



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STAFFING WORKING GROUP

A. Administration:

3. The Staffing WG shall comprise **FIVE** members of the Council who are not members of the Executive Committee.
4. The Staffing WG shall be elected annually at the Council Annual Meeting (CAM) and serve for one year until the next CAM.
5. **THREE** members shall constitute a quorum.
6. The Staffing WG shall, at its first meeting, elect a Chairman, who shall hold office until the next Annual Meeting of the committee.
7. Meetings of the Staffing WG shall be called as and when required on the instructions of the Council.
8. The Chairman of the Staffing WG shall ensure that its members are aware of and understand their responsibilities in staffing matters.

B. Business:

1. The Staffing WG shall:
 - a. resolve all matters relating to the establishment and recruitment of the officers of the Council and make recommendations to the Council for appointment;
 - b. resolve all matters relating to the contract and job description of employment for the officers of the Council and make recommendations to the Council;
 - c. establish Personnel Policies and Procedures including staff appraisals and review them annually;
 - d. shall carry out the Clerk's annual appraisal in November of each year, in order to report to the Council at their January meeting in preparation for the annual estimates;
 - e. establish a programme of training for councillors, officers and employees such as will encourage professional advancement and effective decision making throughout the Council's activities;
 - f. recommend to the Council adequate financial provision is entered in the Annual Precept to secure the objectives of 1(d) above;
 - g. recommend to the Council the attendance of councillors, officers and employees at conferences including the incurring of necessary expenditure;
 - h. annually review staffing levels in October and make recommendations to the Council if it felt that changes are required.