
2009 TERMS OF REFERENCE & ANNUAL SCHEDULE

FOR SEDLESCOMBE
PARISH COUNCIL



Mrs P Raymond,
Clerk/Responsible Financial
Officer

May 2009



TERMS OF REFERENCE FOR COMMITTEES & WORKING GROUPS WITH SCHEDULE OF MEETINGS ETC.

GENERAL RULES GOVERNING PARISH COUNCIL COMMITTEES

The following rules apply to the Committees of Local Councils (The Local Government and Housing Act 1989 Section 13):

Committees and Sub-Committees (other than purely Advisory), Joint Committees

Membership: Councillors and Others.

No restriction on numbers on Committee or number of non-councillor members.

Voting: Only Councillors

Chairman and any Person Presiding: Must be a Councillor

Purely Advisory Committees and Sub-committees

Membership: Councillors and Others.

No restriction on numbers on committee or number of non-councillor members. May be wholly composed of non-councillors.

Voting: All members of the committee or sub-committee.

Chairman or Any Person Presiding: Any member of the committee or sub-committee

Co-opted Members are non-voting and they will not, therefore, be required to sign the Members' Code of Conduct

All meetings of Council, Committee and Sub-Committees will be advertised and open to the press and public. The public will, at the discretion of the Chairman, be allowed to speak regarding matters on the agenda



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PLANNING COMMITTEE [EXECUTIVE]

PLANNING APPLICATIONS:

- To consider planning applications for the Parish of Sedlescombe (and those outside the Parish which might affect Sedlescombe residents) and to resolve the Parish Council's support of approval or refusal and to inform Rother District Council of the resolution.

PLANNING DEVELOPMENT:

- To study all plans produced by other local authorities or the Government which might affect planning development in Sedlescombe and to comment to the relevant authority.

PLANNING CONTROL:

- To inform the District Council of breaches of planning control in the Parish.

Membership to be four parish councillors + Chairman and Vice-Chairman of the Council. Quorum is three councillors.

FINANCE COMMITTEE [EXECUTIVE]

ANNUAL ESTIMATES:

- To consider the draft annual estimates of income and expenditure as submitted by the Responsible Financial Officer (RFO)
- To recommend draft annual estimates and precept amount to the Council not later than February in each year
- To review the Clerk's Salary at budget time. Changes to take effect from the following 1 April

BUDGETARY CONTROL:

- To monitor quarterly statements of income and expenditure against budgets
- To consider and approve normal expenditure in line with the annual estimates including letting of contracts

BANKING ARRANGEMENTS AND CHEQUES:

- To consider and approve banking arrangements as recommended by the RFO

LOANS AND INVESTMENTS:

- To monitor loans and investments

INCOME:

- To receive reports of bad debts



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○ To review fees and charges at the appropriate time

**CONTRACTS IN ACCORDANCE WITH SPC TENDER
PROCEDURE:**

- To decide the general nature of the work to be undertaken or goods supplied
- To consider and accept quotations and tenders in line with the estimates

INSURANCE:

- To review insurances annually

REVISION OF FINANCIAL REGULATIONS:

- To review the financial regulations of the Council from time to time
- To consider the Risk Management report annually at the time of the Committee's autumn budget meeting.

ANNUAL AUDIT REPORT

- To approve the Annual Audit Report and authorise the Chairman to sign on behalf of the Council.

Membership to be four councillors plus the Chairman and Vice-Chairman of the Council. Quorum is three councillors.

C RIME & SAFETY COMMITTEE [ADVISORY]

CRIME AND SAFETY

- To identify local crime, anti-social behaviour and safety issues, to appraise options to address them.

POLICE COMMUNITY SUPPORT OFFICER EMPLOYMENT

- To liaise with Sussex Police regarding the work of the Police Community Support Officer for Sedlescombe

NEIGHBOURHOOD WATCH

- To support the Sedlescombe Neighbourhood Watch Group.

FIRE & RESCUE SERVICE

- To liaise with East Sussex Fire & Rescue Service regarding its Integrated Risk Management Plan as it affects Sedlescombe residents

No decisions may be made by this Committee but it can make recommendations for consideration of the Parish Council.



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PLEASE NOTE THAT ALL MATTERS DISCUSSED AT COUNCIL OR COMMITTEE MEETINGS MUST BE AGENDA ITEMS. MEMBERS OF THE PUBLIC WISHING TO SPEAK AT MEETINGS SHOULD ENSURE THAT THE MATTER HAS BEEN INCLUDED ON AN AGENDA. LIKEWISE, PARISH COUNCILLORS MUST ALSO ENSURE THAT THEY HAVE GIVEN NOTICE OF ITEMS FOR INCLUSION ON AGENDAS.

<p>12 May Annual Council Meeting May 2009 at 19:00</p>	<ul style="list-style-type: none"> • Annual Meeting business • Notification of changes to Members' Declarations of Financial and Other Interests • Review Terms of Reference • Review matters raised at the Annual Assembly • Receive Committee and Working Group Reports for previous year • Approve annual accounts and audit return for internal auditor and subsequently for forwarding to the external auditor by end June 2009 • Review and adopt policies • Review standing orders and financial regulations • Pay Clerk's maintenance of offices in accordance with budget • Strategic planning of new jobs <ul style="list-style-type: none"> ○ type ○ action plan objective ○ risks ○ crime & disorder ○ health & safety ○ race relations ○ power • Playground inspection reports • Other specified business
<p>Finance Committee 30 June 2009 at 19:00</p>	<ul style="list-style-type: none"> • Receive internal audit report for previous year and approve action as recommended • Compare current financial position with budget • Project planning of jobs approved by the Council <ul style="list-style-type: none"> a. specification b. value (under or over £750) c. contractor(s) • Budget planning of jobs approved by the Council



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	<ul style="list-style-type: none"> a. should application for grant aid be made? b. should a loan be sought? c. either include in budget or recommend to Council not to proceed <ul style="list-style-type: none"> • Approve expenditure in line with budget • Other specified financial business
3 July Bulletin	<ul style="list-style-type: none"> • Delivery of July Bulletin
Full Council Meeting 14 July 2009 at 19:00	<ul style="list-style-type: none"> • Approve accounts return for forwarding to external auditor • Pay chairman's allowance in accordance with budget • Strategic planning of new jobs (as May) • Review of the Sedlescombe Lift Scheme • To consider the services that the Parish Council provides and how to promote them • To consider whether the Council should try to extend the services it provides either by itself or in collaboration with others eg parish clustering • Playground inspection reports • Other specified business
August/Sept 2009	<ul style="list-style-type: none"> • Annual Inspection of Village and production of Annual Inspection Report
Full Council Meeting 8 September 2009 at 19:00	<ul style="list-style-type: none"> • Review action plans (Parish Plan) and agree new actions • Receive Annual Inspection Report and consider Strategic planning of new jobs (as July) • Consider pre-budget survey • Consider current and future uses of Parish Council's landholdings • Playground inspection reports • Other specified business
2 October 2009 Bulletin	<ul style="list-style-type: none"> • Delivery of October Bulletin
Finance Committee 20 October 2009 at 19:00	<ul style="list-style-type: none"> • Consider recommendations by external auditor • Compare current financial position with budget • Project Planning (as July/July Finance) • Budget Planning (as June/July Finance) • Consider applications for grant aid from other bodies • Approve first draft budget for forthcoming financial year



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	<ul style="list-style-type: none"> • Approve current year expenditure in line with budget • Other specified financial business
Full Council Meeting 10 November 2009 at 19:00	<ul style="list-style-type: none"> • Strategic planning of new jobs (as July) • To challenge the current working of Sedlescombe Parish Council and compare it with other local councils • Playground inspection reports • Other specified business
Finance Committee 15 December 2009 at 19:00	<ul style="list-style-type: none"> • Approve second draft budget recommending precept amount for forthcoming financial year • Project Planning (as July/July Finance) • Budget Planning (as June/July Finance) • Approve current year expenditure in line with budget • Review Asset Register • Review fees including advertising in Annual Report • Other specified financial business
12 January	<ul style="list-style-type: none"> • January Bulletin
Full Council Meeting 12 January 2010 at 19:00	<ul style="list-style-type: none"> • Strategic planning of new jobs (as July) • Approve budget and precept and sign form • Playground inspection reports • Other specified business
Full Council Meeting 9 March 2010 at 19:00	<ul style="list-style-type: none"> • Strategic planning of new jobs (as July) • Playground inspection reports • Other specified business
Finance Committee 30 March 2010 at 19:00	<ul style="list-style-type: none"> • Approve draft accounts for previous financial year • Recommend internal auditor (if not already done) and agree fee • Consider Risk Assessment Report • Review Parish Council insurances due for renewal 1 June • Project Planning (as June Finance Meeting) • Budget Planning (as June Finance Meeting) • Approve current year expenditure in line with budget • Other financial business
1 April 2010	<ul style="list-style-type: none"> • Delivery of Annual Report
27 April 2010 Annual Assembly of Parish Meeting	<p>NOT A COUNCIL MEETING BUT A MEETING OF ELECTORS FOR THE PARISH CHAIRED BY THE CHAIRMAN OF THE PARISH COUNCIL</p>



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PLANNING COMMITTEE MEETINGS WILL BE HELD ON A TUESDAY EVENING AS REQUIRED (PARISH COUNCILS HAVE 21 DAYS TO SUBMIT COMMENTS ON APPLICATIONS TO ROTHER)

CRIME & SAFETY COMMITTEE MEETINGS WILL BE HELD AS REQUIRED OR ON REQUEST BY MEMBER