

Westbourne Parish Council

Committee delegation arrangements and terms of reference

Delegation arrangements to the committees

Subject to the observance of decisions of the Parish Council on matters of principle or policy, the Council's powers and duties shall be delegated to its committees, as permitted under the Local Government Act 1972 s101, in accordance with the approved terms of reference unless otherwise stated.

Committees will operate within approved Standing Orders, Financial Regulations and other policy documents and procedures. The Council may revoke powers delegated to a committee by resolution.

Urgent and routine matters may legally be delegated to an officer (i.e. the Clerk) in consultation with members, usually the Chair of the Committee and the Chair of the Council. Any actions taken between meetings under this delegation shall be ratified at the next meeting.

Budgetary control and authority to spend

Section 4 of the Parish Council's Financial Regulations set out budgetary control and authority to spend. Please see the excerpt below.

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £600;
- a duly delegated committee of the Council, the Finance and General Purpose Committee, for items over £600; or
- the Clerk, in conjunction with Chairman of Council and Chairman of the appropriate committee/or Vice Chair of Council up to £2000 in an emergency.
- the Clerk is authorised to purchase stationery and other office requirements up to £600 for the day to day running of the Parish Council.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services,

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unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually by no later than November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

Finance and General Purposes Committee

Purpose

The Committee is appointed by Westbourne Parish Council to discharge its functions relating to its corporate management and administrative services.

Meetings

The Committee will meet bi-annually (October and March) and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

Membership

The Committee is open to Council members only.

Delegated tasks and powers

- Financial forward planning and budget monitoring
- Internal and external audit
- Management of rents: land leased to Westbourne Allotment Association, and access licences leased at 1 Sydenham Terrace, Covington Road and 56 Mill Road
- Legal services
- Servicing of loans or investments
- Democratic representation of the council at elections
- To ensure the Parish Council's Standing Orders, Financial Regulations, Code of Conduct and risk management are adequate and reviewed on an annual basis
- To provide grants to community organisations through the Parish Council's Community Chest scheme.

Reporting and monitoring

The Chair of the Committee will provide a written progress report on agreed actions on a monthly basis to the Parish Council.

Planning Committee

Purpose

The Committee is appointed by Westbourne Parish Council to discharge all of its functions relating to planning.

Meetings

The Committee will meet monthly and meetings will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

The Clerk may request an extension to the 21 day deadline from the relevant local planning authority for planning applications in order that they can be discussed at the monthly meeting. If an extension is unable to be granted, an extraordinary meeting may be required.

Membership

The Committee is open to Council and non-Council members.

Delegated tasks and powers

- To consider all planning applications relevant to the Parish. To be aware of planning policy and supplementary planning documents when responding to applications.
- To review planning and enforcement appeals and submit additional representations if required.
- To report planning enforcement matters to the relevant authority.
- To review documents, consultations and other matters regarding planning and make representations as required.

Reporting and monitoring

The Chair of the Committee will provide a written progress report on agreed actions on a monthly basis to the Parish Council.

Public Services Committee

Purpose

The Committee is appointed by Westbourne Parish Council to discharge its functions relating to its public services.

Meetings

The Committee will meet three times per year (March, June and November) and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

Membership

The Committee is open to Council and non-Council members.

Delegated tasks and powers

Maintenance of the Parish Council's:

- fingerposts
- village gateways
- noticeboards
- bollards
- defibrillator
- traffic regulations and speed calming schemes (including Community Speed Watch)
- public footpath or highway matters
- Emergency Plan
- flower tubs
- street furniture
- lampposts

Reporting and monitoring

The Chair of the Committee will provide a written progress report on agreed actions on a monthly basis to the Parish Council.

Recreation, Leisure and Amenities Committee

Purpose

The Committee is appointed by Westbourne Parish Council to discharge its functions relating to recreation, leisure and amenities.

Meetings

The Committee will meet three times per year (March, June and November) and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

Membership

The Committee is open to Council and non-Council members.

Delegated tasks and powers

- Management and maintenance of Mill Road Recreation Ground, including the children's play area and equipment, and the fitness equipment.
- Management and maintenance of Monk's Hill Recreation Ground, including the children's play area and equipment, and the fitness equipment.
- To consider inspection reports from Zurich and the playground inspector and undertake any necessary repairs.
- Consider any proposals regarding additional, and/or the enhancement of the current, recreation, leisure and amenities provision.

Reporting and monitoring

The Chair of the Committee will provide a written progress report on agreed actions on a monthly basis to the Parish Council.

Communications Working Group

Purpose

The Working Group is appointed by Westbourne Parish Council to discharge its functions relating to communications, including the development of a range of online and offline communications to target key stakeholder groups. Communications aim to inform, engage and enable parishioners to participate in the work and activities of the Parish Council, as well as promoting and protecting its reputation.

Meetings

The Committee will meet as required and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

Membership

The Committee is open to Council and non-Council members.

Delegated tasks and powers

- To monitor the Council's forward planning documents (such as the Business Plan which outlines the Council's vision, values and objectives) and make recommendations to the Council for communications activity.
- To develop and maintain a Parish Council website.
- To develop and maintain a Parish Council Facebook page.
- To produce three editions of the printed newsletter each year (spring, summer and autumn) which is distributed to all households in the Parish.
- To produce e-newsletters (using Mailchimp) as required to promote the Council's activities to its subscriber list.
- To liaise with the media to promote Parish Council activities and to respond to enquiries.
- To consult with parishioners using surveys, questionnaires, and petitions to gain feedback and support for initiatives.
- To develop printed materials, such as posters and leaflets, to promote the Parish Council's activities.
- To hold a range of events to support the Council's activities.
- To oversee the Parish Council's email system.

Reporting and monitoring

The Chair of the Committee will provide a written progress report on agreed actions on a monthly basis to the Parish Council.

Business Plan Working Group

Purpose

The Working Group is appointed by Westbourne Parish Council to discharge its functions relating to its Business Plan.

Meetings

The Committee will meet as required and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

Membership

The Committee is open to Council and non-Council members.

Delegated tasks and powers

- To write a three year Business Plan
- To write an action plan which sets out how the Business Plan will be delivered.
- To review the Business Plan during the three-year period.

Reporting and monitoring

The Chair of the Committee will provide a written progress report on agreed actions on a quarterly basis (April, July, October, and January) to the Parish Council.