



**CRANLEIGH PARISH COUNCIL**

# **TERMS OF REFERENCE FOR COMMITTEES**

## **OCTOBER 2018**

## Finance and General Purposes Committee

**Main Function:** The undertaking of Parish Council financial matters.

**Membership:** 7 Councillors. Membership of the Finance Committee shall consist of the Chairman and Vice Chairman of the Council, the Chairmen of the Planning, Property and Asset and Neighbourhood Plan Committees, and two members appointed from the remainder of the Council. If the Chairman of any Standing Committee is unable to attend a meeting of the Finance Committee, the Vice Chairman of that Standing Committee shall attend in his place and shall be entitled to vote.

**Chairmanship:**

Elected as the first item of business at the annual meeting.

**Terms of Reference:**

1. Developing the Council's annual budget and recommending to Council the annual precept required.
2. Developing and providing guidance to Standing Committees on wages, salaries and inflation to be incorporated in those committees' annual budget submissions.
3. Reviewing annual budget submissions from Standing Committees, and incorporating the agreed annual budgets into the Finance and General Purposes Committee's budget recommendations to Council.
4. Recommending to Council the allocation of grants and donations.
5. Reviewing all Council revenue and capital expenditure throughout the year, intervening as necessary should any Standing Committee's spending exceed that committee's agreed budget.
6. The Chairman and Vice Chairman of the Committee have delegated powers to deal with urgent or minor financial matters, details of which will be reported at the next meeting of the Committee.

## Neighbourhood Plan Committee

**Main Function:** Consultation with the community and stakeholders for the creation of a Neighbourhood Plan for Cranleigh.

**Membership:** 6 Councillors so voting quorum is 3, plus a maximum of 6 non-Councillor members.

**Chairmanship:**

Elected as the first item of business at the first meeting and subsequent annual meetings from amongst the Councillor members to ensure the Chairman is able to exercise a casting vote (if required).

**Voting:** In accordance with s.13(1) and (7) of the Local Government and Housing Act 1989 ('the 1989 Act'), only Councillor members are eligible to vote at meetings.

**Terms of Reference:**

- To define a timetable for the completion of the Neighbourhood Plan.
- To produce a statement of community and stakeholder engagement.
- To apply for grant funding to complete the Neighbourhood Plan process.
- To work with the planning consultants and the community to finalise the vision for the parish for approval by the Parish Council.
- To complete the evidence base to support the Neighbourhood Plan.
- To review and develop the policy, guidance and proposals for the Neighbourhood Plan.
- To review the call for site request and allocations.
- To present the revised pre-submission consultation Neighbourhood Plan to the Council for approval.
- To consider any advice or recommendations from Waverley Borough Council on the revised pre-submission Neighbourhood Plan.
- To present the submission Neighbourhood Plan and consultation statement to the Council for approval.
- To consider any modifications recommended by the Independent Examiner and make a recommendation to the Council.

**Secretariat:** Cranleigh Parish Council to provide full secretariat support to the Committee in accordance with Standing Orders. The Neighbourhood Plan Committee agendas, minutes, consultations and updates will be added to the Council's website.

**Financial:** Cranleigh Parish Council to retain full responsibility for the administration of the finances of the Neighbourhood Plan in accordance with its Financial Regulations.

## Personnel Committee

### **Main Function:**

The undertaking of all employment related matters.

**Membership:** Maximum of 5 Councillors.

### **Terms of Reference:**

- To make a recommendation to the Council on all employment related matters including contracts, performance management, salary reviews and superannuation.
- To make a recommendation to the Council on staffing levels.
- To make a recommendation to the Council for the setting of the annual staffing budget.
- To review Council policy documents in accordance with statutory advice: Discipline and Grievance Procedure, Staff Handbook, Pension Policy and other such policies that directly relate to staffing matters.

## Planning Committee

**Main Function:** Responding to planning consultations as a statutory consultee.

**Membership:** Maximum of 12 Councillors.

### **Terms of Reference:**

1. Examining all planning applications, applications for consent, applications for Certificate of Lawfulness and major amendments which are submitted to the Planning Authority from within the Parish of Cranleigh, and the prompt submission of any comments it considers necessary on such plans to the Planning Authority.
2. Examining applications for work on trees within the Parish of Cranleigh and the prompt submission of any comments it considers necessary to the Planning Authority.
3. Arranging the necessary level of representation of the Parish Council's views to any Planning Appeal or Inquiry which relates to the Parish of Cranleigh
4. Drafting for final approval by the full Council, the Parish Council's response to any consultations by the Planning Authority or the County Council on future Local Plans and Structure Plans, and if required, to respond to Central Government Consultation Papers on planning matters.
5. Developing the annual budget for the Committee for consideration by the Finance and General Purposes Committee during the Council's budget-making process.
6. The Chairman and Vice Chairman of the Committee have delegated powers to deal with urgent or minor planning matters, details of which will be reported at the next meeting of the Committee.

## Property & Asset Committee

### **Main Function:**

The management of all Parish Council property including buildings, playground equipment, open spaces, allotments and cemetery.

**Membership:** Maximum 12 Councillors.

### **Terms of Reference:**

- The maintenance of Cranleigh Village Hall, Public Conveniences, Snoxhall Fields Sports Pavilion, Snoxhall Fields and play equipment, Beryl Harvey Field, Bruce Mackenzie Field, Youth Centre, Council Offices, Allotments and Cemetery within the Committee's approved budget.
- To make a recommendation annually to the Finance Committee for revenue and capital budgets for these facilities.
- To consider requests for additional street furniture including bus shelters, notice boards and seats.
- To work in partnership with Waverley Borough Council on the maintenance of the monuments at Fountain Square, the Obelisk and the War Memorial.
- To ensure review the schedule of inspection of Council property and open spaces including five yearly electrical safety and emergency lighting inspections.
- To review the Risk Assessments for individual property, open spaces and working practices in relation to property matters.
- To maintain the Local Authority Land Register.

### **Strategy:**

The efficient and effective administration and maintenance of all Parish property.

### **Policy:**

Seek to maintain and enhance the appearance of all the Parish Council's land holdings and property recognizing the significance and importance of such standards.