

*Adopted November 2023*

## **FULL PARISH COUNCIL, PLANNING & FINANCE COMMITTEES**

### **INTRODUCTION**

Local Councils may only do what legislation requires or permits them to do. The Local Government Act 1972, s101 (with some exceptions) allows the Council to delegate functions to committees, sub committees, officers, or other authorities.

The business and proceedings of Newdigate Parish Council, its Committees, Sub-Committees and Working Groups is also regulated by its Standing Orders, but in general:-

- Committee Members will be agreed at the Annual Meeting of the Council in May.
- The calendar for Committee Meetings will be agreed at the Annual Meeting of the Council in May.
- Election of the Committee Chair and Vice-Chair will be the first business of the initial Committee/Sub-committee/Working Group Meetings.
- The Clerk or other appropriate officer will minute meetings.
- Standing orders on rules of debate and interests of members apply.

[Words appearing in **bold**, below, indicate specific authority.]

***Specific duties and powers reserved to the Full Council***

- i. **Duty** to sign declaration of acceptance of office (Councillors and Chair)
- ii. **Duty** to appoint a Responsible Financial Officer to manage the council's accounts
- iii. **Power** to arrange for the discharge of functions by another local authority
- iv. **Duty** to hold annual parish council meeting
- v. **Duty** to hold annual parish meeting
- vi. **Power** to convene a parish meeting

***General powers Budget and constitution***

- i. To **approve** an annual budget, reflecting priorities identified through operational review.
- ii. To **approve** the annual budget precept.
- iii. To **approve** the financial management framework, financial procedures and controls, including audit, across all its services.
- iv. To **approve** annual objectives, targets and performance indicators.
- v. To **approve** Financial Regulations and ensure their annual review.
- vi. To **approve** the staffing structure.
- vii. To **approve** a performance management policy and pay policy ensuring that these meet nationally agreed terms of pay and conditions.
- viii. To **approve** the use and development of land and premises, including any shared or off-site facilities, including security.
- ix. To **approve** the Risk Assessment and Financial Management document (annually).
- x. To **approve** Standing Orders and ensure their annual review.
- xi. To **approve** capital projects and developments across all services.
- xii. To **approve** any policy affecting the conduct of the Council, its services and its staff.
- xiii. To **approve** changes to the Council's Constitution, including any recommendation from a committee to **establish** any sub-committee.

***Powers related to services***

- i. To **approve** fees and charges annually.
- ii. To **approve** action in response to issues in relation to planning and highways.
- iii. To **resolve** on any controversial planning application

***Reserving of Powers***

Full Council retains the right to determine (and to reserve to itself) any issue which is within its powers and duties as a parish council, including those which are (within these terms of reference and from time to time) delegated to its committees and officers, by simple resolution.

## Finance Committee

### Purpose

To deal with all matters concerning finance, administration, assets and Council employees.

### TERMS OF REFERENCE

To manage the Council budget and its assets. This includes:

- Budget & finance, including planning/annual budgets/payment of accounts/financial audits/setting of fees & charges
- Capital projects and spend
- Licences, leases and agreements
- Allotments
- Personnel & human resources issues
- Monitoring and overseeing Corporate Governance arrangements
- Grant Aid requests

### Committee

Eight Parish Councillors. The Chair and Vice-Chair of the Council shall be ex-officio members with full voting rights. Substitute members are permitted, provided two days' notice has been given to the Proper Officer.

### Quorum

Three members must be present for this meeting to commence.

### Meetings

The Committee meets on dates and times as approved by the Council and will usually take place in the Parish Hall. Extraordinary meetings may be arranged if deemed necessary.

### SCHEME OF DELEGATION

- To **agree** effective procedures for monitoring the budget;
- To **authorise** expenditure within approved budgets;
- To **approve** any virement and supplementary budget requests within the Council's agreed overall budget;
- To **approve** the level of delegation to the Clerk for the day-to-day financial management of the Council and its services;
- To **approve** changes to the Council's Fixed Asset Register.
- To **approve** policies, guidelines and strategies on human resources and any industrial relations matters, including (but not limited to) roles mandated with respect to the Council's Disciplinary and Grievance Policy and the Appraisal of the Clerk and ensure the Council properly undertakes its responsibilities for its staff and others relating to welfare, health and safety, working time directive and pensions provision.
- To **approve** a health and safety policy, with respect to premises and assets, that complies with legislation and to ensure that appropriate checks and assessments are carried out and prioritised for necessary action.
- To **approve** capital expenditure and planned and preventative maintenance expenditure with respect to premises and assets.
- To **act** on behalf of the Council in relation to any planning applications it proposes to make.

- x. To **approve** the actions needed to address any issues identified through external review and to monitor and evaluate regularly the implementation of any plan agreed;
- xi. To **review** all licences, leases and agreements and make recommendations in respect of any amendments to full Council;
- xii. To consider and ultimately **approve** requests from organisations for financial donations in accordance with the Council's Grant Aid Policy;
- xiii. To **approve** programmed service expenditure within budgets agreed by full Council;
- xiv. To **approve** remedial action where projected out-turn variation on the whole committee budget exceeds 5%;
- xv. To **approve** the tendering and selection of contracts;
- xvi. To **approve** the selection of contractors.

#### ***Appointment of sub-committees, panels, working or task and finish groups***

The Committee shall **appoint** panels, temporary working or task and finish groups relevant to the functions of the Committee and receive reports from them and may request the Council to establish any relevant subcommittees.

### **The Planning Committee**

#### **Purpose**

To consider all planning applications for Newdigate Parish and surrounding areas and make recommendations to Mole Valley District Council.

#### **TERMS OF REFERENCE**

To consider and comment on every planning application affecting Newdigate Parish and the surrounding areas. This includes

- Planning applications
- Highways matters & issues
- Public transport

To ensure that planning applications for developments within the parish boundary are sent from MVDC District Council for the committee to comment on.

Applications of a large or contentious nature will be referred to the Chair (or Vice-Chair) of the Council within two days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council (*Standing Order 6.1*).

#### **Committee**

Seven Parish Councillors. The Chair and Vice-Chair of the Council shall be ex-officio members with full voting rights. Substitute members are permitted, provided two days' notice has been given to the Proper Officer.

#### **Quorum**

Three members must be present for this meeting to commence.

## Meetings

The Committee meets on dates and times as approved by the Council and will usually take place in the Parish Hall. Extraordinary meetings may be arranged if deemed necessary.

## SCHEME OF DELEGATION

- i. The Committee is **authorised** to object or oppose an application. This is to be documented in the minutes of the meeting and decisions conveyed to Mole Valley District Council via its *Planning Applications and Planning Permission* process online.
- ii. Where an application is subject to an appeal, the committee is **authorised** to make written representation or to elect a member of the committee to attend the hearing.

### ***Appointment of sub-committees, panels, working or task and finish groups***

The Committee shall **appoint** panels, temporary working or task and finish groups relevant to the functions of the Committee and receive reports from them and may request the Council to establish any relevant subcommittees.

<b>The Clerk<sup>1</sup></b>
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### ***General***

To **act** as the Proper Officer of the Council in carrying out all of its functions and to **issue all notifications required by law**.

To **act** as the Council's Responsible Financial Officer in ensuring that the Council's financial processes and records are acceptable and that the Council's finances are carefully administered.

To assume **total responsibility for ensuring that the instructions of the Council are carried out** in connection with its function as a local authority.

To **make orders, incur expenditure and process payments** within authorised budgets.

To **be accountable** for the effective management of all of the Council's resources.

To have **overall responsibility for the Council's administrative service**.

To **act as a general manager** in respect of all of the Council's services, projects and initiatives.

### ***Specific Responsibilities***

To have **overall responsibility for the Council's accounts** and for the preparation of appropriate records for audit and VAT purposes.

To **assume overall responsibility for the supervision of the Council's staff**, in keeping with the policies of the Council, and to ensure that all necessary activities are undertaken in connection with the management of salaries, conditions of employment and work of staff.

To ensure that the contractual arrangements with the Council's contractors are organised on an acceptable basis.

To **liaise with outside organisations** (locally, regionally and nationally) to strengthen the role of the Council and to effect improved communication.

To **act as the representative of the Council as required**.

To **have overall responsibility for maintaining, implementing and monitoring the effectiveness of the Council's procedural and policy documents, within the policy framework defined by the Council**.

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<sup>1</sup> And, in the absence of the Clerk, the other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent, as defined in Standing Order 16.1