

## Duston Parish Council: Terms of reference for Standing committees.

### 1) **STANDING COMMITTEE: Finance & Facilities**

2) **POWER TO DECIDE:** Yes. This is a Standing committee with delegated powers.

- If 4 residents at a meeting or by email raise the same serious concerns/complaints it is the responsibility of the Chair to advise the other members by forwarding the report to the Parish Office for circulation

3) **POWER TO SPEND:** Yes. Expenditure as approved by full council for facilities.

4) **MEMBERS:** There will be a minimum of 5 members maximum 6. **QUORUM: 3**

Membership of the committee will be decided at the Annual meeting of the Parish Council. Where more members wish to join the committee than there are seats, membership will be decided by ballot.

5) **CHAIR:** The Chair is to be appointed by Full Council.

6) **MEETINGS** – As per meeting calendar or as considered necessary by the Chair

Delegated responsibilities:

- Review annually and update as required the Duston PC's financial regulations, for adoption by FC
- Oversee the financial administration of the council
- Monitor performance against budget providing the full council with a report to be presented quarterly to full council.
- To prepare a draft budget and make a recommendation regarding the precept to full council for their consideration.
- Develop maintain and monitor policy on reserves
- To be vigilant to fraud and to ensure that operational systems are such that, the likelihood of fraud is minimized and transparent enough to ensure that fraud is readily detected.
- Carry out an annual review of the effectiveness of internal control and report on this to full council.
- Carry out annual financial risk assessment of the council and report this to the council
- To oversee and project manage improvements to the Duston Parish Council facilities.
- To maximize the use and revenues of Duston Parish Council facilities.
- To set a scale of charges for hire at Duston Parish Council facilities.
- To ensure that relevant health and safety legislation is adhered to.
- To ensure that Duston Parish Council facilities are well maintained.
- It is the responsibility of the Chair of to do a brief summary report within 2/3 days of the meeting to all member of the Council by forwarding the report to the Parish Office for circulation.
- If at the discretion of the Chair, if a Councillor is present at a Committee Meeting that they are not a committee member of, that they may be invited by the Chair to join in a discussion on an agenda item, but cannot vote.
- Meetings should take place monthly.

Adopted by Full Council - 14 May 2015 Minute No FC/05/28 Minute R/15-16/17  
Amended Full Council Minutes No FC/08/84 6 August 15

## Duston Parish Council: Terms of reference for Standing committees.

### 1) **STANDING COMMITTEE: Planning**

#### 2) **POWER TO DECIDE:** Yes this is a Standing committee with delegated powers.

- If 4 residents at a meeting or by email raise the same serious concerns/complaints it is the responsibility of the Chair to advise the other members by forwarding the report to the Parish Office for circulation

#### 3) **POWER TO SPEND:** No –expenditure to be approved by full council.

#### 4) **MEMBERS:** There will be a minimum of 5 members maximum 6: **QUORUM: 3**

Membership of the committee will be decided at the Annual meeting of the Parish Council, where more members wish to join the committee than are seats membership will be decided by ballot.

#### 5) **CHAIR:** The Chair is to be appointed by Full Council.

#### 6) **MEETINGS** – As per calendar or at other such further times considered necessary by the Chair..

#### Delegated responsibilities

- Make observations on behalf of the parish council on planning applications and development plans such as the core strategy both within Duston and adjoining Duston and Northampton, and within the area of adjoining authorities, where Duston is affected, directly or indirectly
- It is the responsibility of the Chair of to do a brief summary report within 2/3 days of the meeting to all member of the Council by forwarding the report to the Parish Office for circulation.
- If at the discretion of the Chair, if a Councillor is present at a Committee Meeting that they are not a committee member of, that they may be invited by the Chair to join in a discussion on an agenda item, but cannot vote.
- Meetings should take place monthly.
- Footpath/rights of way wardens to be considered along with additional signs for footpaths designated as rights of way.
- Open Space protection and Village Green status
- Any discussion regarding lighting and amenity lighting will take place at a meeting of Full Council

## Duston Parish Council: Terms of reference for Standing committees.

### 1) **STANDING COMMITTEE: Engagement & Environment**

2) **POWER TO DECIDE:** Yes. This is a Standing committee with delegated powers.

- If 4 residents at a meeting or by email raise the same serious concerns/complaints it is the responsibility of the Chair to advise the other members by forwarding the report to the Parish Office for circulation

3) **POWER TO SPEND:** Yes. As per allocated budgets.

4) **MEMBERS:** There will be a minimum of 5 members maximum 6. **QUORUM: 3**

Membership of the committee will be decided at the Annual meeting of the Parish Council, where more members wish to join the committee than are seats membership will be decided by ballot.

5) **CHAIR:** The Chair is to be appointed by Full Council.

6) **MEETINGS** – As per calendar or at other such further times considered necessary by the Chair.

#### Delegated responsibilities

- To develop and deliver a series of ongoing Engagement activities & projects.

#### To include:

- The Parish Meeting
  - Councillor Surgeries
  - The Business Forum
  - Consultation processes
  - Social media & communication Activities
  - Ongoing small events eg craft fair, Christmas market
  - Volunteering opportunities
  - Projects for Litter, Speeding, parking etc.
- 
- It is the responsibility of the Chair of to do a brief summary report within 2/3 days of the meeting to all member of the Council by forwarding the report to the Parish Office for circulation.
  - If at the discretion of the Chair, if a Councillor is present at a Committee Meeting that they are not a committee member of, that they may be invited by the Chair to join in a discussion on an agenda item, but cannot vote.
  - Meetings should take place monthly.
  - To have a vision and strategy for provision of additional facilities and infrastructure
  - Play and sports equipment
  - Youth facilities, seats, litter bins, including dog poo bins
  - Parks, gardens and playing fields, including evaluation of transfer of undertaking proposals
  - Such other similar matters as may be referred to it by Council