

BRIEFING NOTE

Committees Terms of Reference 2018/19 for consideration by Council
17 May 2018 v2

NOTE: Council and Committee meetings are open to the public and press (unless a resolution to exclude). Working Groups and Panels are held in private, but minutes are published. Working Groups and Panels do not have authority to RESOLVE but make all recommendations to Council. Working Groups will cease when their remit is complete.

COUNCIL (15 Members)
(Meeting: 11 x pa)
(Quorum = 5)

Planning Committee
(12 Members)
(meets 12x pa)
(Quorum = 3)

1. Review planning applications and make recommendations to the Planning authority.
2. Review street closure applications
3. Agreed protocol for delegation of minor applications to Committee Chairman and VC to determine.

Community Affairs Committee
(8 Members)
(meets 4x pa)
(Quorum = 3)

1. Liaison with Community topics & Local groups
2. Allocation of Grants
3. Monitor Emergency Plan
4. Monitor Winter Maintenance
5. Supervise Council's communications
Website
Noticeboards
Newsletter
Social Media

Hurst Meadows Management Committee
(5 Members)
(meets 6x pa)
(Quorum = 3)

1. Supervise routine maintenance and regulatory compliance.
2. Implementation of new projects, approved by the Council.
3. Appoint contractors.
4. Consider recommendations of the Advisory Board, on behalf of the Council and to advise Council accordingly.
5. Consult the Advisory Board to ensure that its recommendations are being considered.

Finance + General Purposes Committee
(8 Members, inc Chairman and VC of Council)
(Meets 12x pa)
(Quorum = 3)

Finance:
Payments approval (Financial Regs)
Inc/Exp checks
Bookkeeping checks
Insurance
Financial risk review
Budget preparation
Property managem't
Leases
Contracts

Operations:
Streetlights
Toilets
Recreation grounds
Waster + Dog bins
Cemetery
Trees
Allotments

Strategic Policy Panel
(6 Members) (Meet 4x or as required) (Quorum = 3)
Chr and VC of council
Chr of each Committee
1 Member (usually past Chr of Council)
To consider strategic issues and make recommendations to Council or request Committees to investigate. Consider strategic planning matters.

Governance + Staff Panel
(3 Members inc Chr + VC of Council) (Meet 4x or as required) (Quorum = 2)
Set Internal Audit process; review corporate and financial risk; monitor staff matters, and recommend to Council.

Traffic + Parking (TRO) Working Group
(3 Members + representatives from MSDC and WSCC.) (Meet 4x or as required) (Quorum = 2)
Consider traffic and parking issues and make recommendations to Council for TRO applications

Court Buses Working Group
(6 Members) (Meet 4x or as required) (Quorum = 3)
To monitor the implementation of the Community Hub, including overseeing lease negotiations, and recommend to Council.

Cyclepath Working Group
(3 Members) (Meet 4x or as required) (Quorum = 2)
Consider possible routes, liaise with WSCC and make recommendations to Council.

Hurst Meadows Advisory Board
(5 Council Members, 10 others)
Refer to ToR for Board