

**Committee membership and terms of reference**

**Planning & Environment Committee**

Membership:	Martin Machan (C)	David Evans	John Lowman
	Tony Lank (VC)	Peter Griffiths	Bob Sampson
	Michael Avery	Stephen Hand	Julia Shorrocks
	Allan Brown	Seth Jee	

Terms of reference:

- Review planning applications and make recommendations to the planning authority
  - Review street closure applications
  - Agree protocol for delegation of minor applications to committee Chairman and Vice Chairman to determine
  - Develop and monitor implementation of Parish Environment Policy
  - Lead for Parish environment matters
  - Develop and deliver agreed outputs from Parish Action Plan
  - Manage in year committee budget within programme and delegation
  - Identify and justify committee budget for future year
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**Community Engagement Committee**

Membership:	Claire Majsai (C)	David Evans	Tony Lank
	Bob Sampson (VC)	Peter Griffiths	Duncan Ranger
	Michael Avery	Seth Jee	Helen Bedford (co-opted)

Terms of reference:

- Liaison with community topics and local groups
  - Allocation of grants
  - Maintain and monitor emergency plan
  - Monitor winter maintenance delivered by other authorities
  - Supervise Council's communications – website, noticeboards, newsletter, social media
  - Develop and deliver agreed outputs from Parish Action Plan
  - Manage in year committee budget within programme and delegation
  - Identify and justify committee budget for future year
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**Finance & Governance Committee**

Membership:	Malcolm Llewellyn (C)	Stephen Hand	John Lowman
	Julia Shorrocks (VC)	Rodney Jackson	Duncan Ranger
	Allan Brown	Seth Jee	

Terms of reference:

- Lead for Parish Action Plan
  - Approval of payments outside the delegated authority of other committees
  - Income, expenditure and bookkeeping checks
  - Budget preparation
  - Monitoring of compliance with Financial Regulations
  - Reviewing corporate and financial risks and insurance arrangements
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**Hurst Meadows Advisory Board**

Membership: Stephen Hand (C) Malcolm Llewellyn 10 other representatives  
Allan Brown Claire Majsai  
David Evans Facilities Manager

Terms of reference:

- To ensure that the terms of the covenants, planning agreements and the LEMP are followed
  - To review the management of the area and make recommendation to Council for change
  - To review the benefits to the community and make recommendations to Council for change
  - To consider the introduction of new projects
  - To ensure that maintenance and projects are undertaken satisfactorily
  - To submit an annual report of the Advisory Board's work to the Council
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**Village Centre Advisory Group**

Membership: John Lowman (C) Facilities Manager  
Martin Machan 7 other representatives

Terms of reference:

- To consider the views of hirers, both regular and occasional
  - To consider possible changes or improvements to the facilities
  - To consider possible changes to the operation of the Village Centre
  - To suggest possible changes to the hire rates
  - To offer proposals to the Parish Council
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**Court Bushes Advisory Group**

Membership: Malcolm Llewellyn (C) Facilities Manager  
Claire Majsai 8 other representatives

Terms of reference:

- To consider the views of hirers, both regular and occasional
  - To consider possible changes or improvements to the facilities
  - To consider possible changes to the operation of the Hub
  - To suggest possible changes to the hire rates
  - To offer proposals to the Parish Council
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