

# BURSTWICK PARISH COUNCIL

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## Committee Structure Terms of Reference 2017-18

### Introduction

The parish council has the following committees:

- Allotments
- Cemetery
- Communications
- Finance/personnel
- Playing field
- Village Hall Management Committee

The committees are advisory and make recommendations to full council meetings where the decision is then taken by the parish council acting as the corporate body.

The only exception is the Village Hall Management Committee which has delegated responsibility and decision making for the day to day running of the village hall. There is a separate terms of reference for this committee as set out in the governing document dated 4<sup>th</sup> February 2015.

### Terms of reference for individual committees

#### Allotments

- 3 members
- Conduct regular allotment inspections
- Advise on allotment issues
- To meet as and when required
- Review tenancy agreement every two years
- Make recommendations to full council

#### Cemetery

- 3 members
- Conduct inspection twice a year
- Advise on cemetery issues
- To meet as and when required
- Review cemetery regulations every two years
- Make recommendations to full council

#### Communications

- 3 members
- Lead on website updates and maintenance
- Village newsletter
- Press releases
- Coordinate information on website and village noticeboards
- Make recommendations to full council

**Finance / Personnel**

- 3 members (one not a bank signatory)
- To conduct quarterly internal monitoring of transactions and report back to full council
- To advise on budget setting / financial planning
- To advise on recruitment, retention and training of staff and councillors
- Conduct annual appraisal with clerk and report back to full council
- Review staff wages once a year in October and make recommendation to full council
- To review every two years councils employment policies and make recommendation to full council
- To meet as and when required

**Play Area**

- 6 members (2 are non-councillors)
- To conduct regular safety inspections
- To identify repairs needed to equipment
- To develop funding bids for new equipment when necessary
- To meet when required
- Make recommendations to full council

**Village Hall Management Committee**

- 4 members
- To join with the other members of the committee made up of user groups from the hall
- Delegated responsibility for the day to day running of the village hall
- Separate governing document sets out terms of reference

Adopted by the parish council on: 25.5.17

Signed: D Rainforth

Chairman