



COMMITTEE TERMS OF REFERENCE

1 Burnham Park Management Committee

“Burnham Park” is defined as the building and its curtilage.

The Committee shall consist of a minimum of 6 members and a maximum of 8. The Committee will have a quorum of 4.

The Committee shall undertake the following roles:

- 1) To review and monitor the financial performance and budget for the operation of Burnham Park.
- 2) To review and monitor the management, control and maintenance of Burnham Park.
- 3) To review and monitor the marketing of Burnham Park.
- 4) To monitor and review the administration and management of the Council’s complaints procedure relevant to Burnham Park.
- 5) To be authorised to appoint sub-committees and or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.

2 Planning Committee

The Committee will comprise of 8 Members

The quorum of the Committee shall be 3 Members

The Committee shall undertake the following roles:

- 1) To deal with all planning matters including the perusal of planning applications affecting the parish and the submission of relevant observations to the Planning Authority. To make observations concerning Local Plans, Mineral Subject Plans, etc
- 2) To make recommendations to the council in relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting the parish
- 3) To make recommendations to the Council in relation to any arrangements between the parish council and the Local Planning Authority about the involvement of the parish council in the discharge of planning functions.
- 4) To make representations to the Local Planning Authority on any application referred to the parish council and on any other planning matter.
- 5) To be authorised to appoint sub-committees and or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.

3 Recreation and Amenities Committee

The Committee shall consist of a minimum of 6 members and a maximum of 8. The Committee will have a quorum of 4.

The Committee shall undertake the following roles:

- 1) To review and monitor the financial performance and budget for the Recreation and Amenities Committees budget as delegated by Full Council
- 2) To review and monitor the management, control and maintenance of all recreation grounds and open spaces owned or managed by the Parish Council including nature and trim trails, cemetery, village pond, roadside seats, notice boards, bus shelters, footpaths, public conveniences in Jennery Lane, street lighting, the Park, War Memorial, footpath of Tennis/Bowls Club and any other matters referred to it by the Council.
- 3) To review and monitor the management, control and maintenance of the ground staff property i.e. Cherry Orchard Cottage (the bungalow), the Pavilion (George Pitcher Memorial Ground) and the Pitch Side Cafe and to be responsible for the management and control and maintenance of Burnham High Street including hanging baskets and obelisk.
- 4) To be responsible for agreeing the terms and conditions at the George Pitcher Memorial Ground. To be responsible for recommending to the Policy and Resources Committee and Full Council the charges relating to hire/lease of the Pavilion, pitch hire and also the hire of the Park for events such as Donkey Derby.
- 5) To monitor and review the administration and management of the Council's complaints procedure relevant to Outside services.
- 6) To monitor and review the appointments of ground staff and contractors in accordance with the Council's Staff Handbook.
- 7) To be authorised to appoint sub-committees and or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.

4 Policy & Resources Committee

The Committee shall consist of a minimum of 6 members and a maximum of 8. The Committee will have a quorum of 4.

The Committee shall undertake the following roles:

Resources

- 1) To determine all resource requirements of the Council and make recommendations to the Council, and to recommend to the Council the annual budget and precept for the ensuing year (Resources include finances, land and property, employees and contractors).
- 2) To monitor income and expenditure on a regular basis and to make recommendations to the Council.
- 3) To recommend to Council the approval of additional expenditure, at the request of a committee, for items not included in the estimates, providing savings cannot be found within the requesting committee's estimates and funds available.
- 4) To recommend to Council the raising of loans, leasing and finance and investment of funds held by the Council; appointment of bankers, Building Societies and other financial establishments where funds are placed.

- 5) To give guidance to committees and officers for the formulation of forward programmes and financial guidelines.
- 6) To be authorised to approve acceptance of a tender, other than the lowest, if payment is made by the Council, or the highest tender, if payment is to be received by the Council.
- 7) To incur and authorise expenditure not otherwise delegated to another committee or employee.
- 8) To monitor and review the management of the Council's freehold and leasehold property and make recommendation on all land use issues.
- 9) To recommend to Council all leases and licences.
- 10) To deal with all grant applications.
- 11) To monitor that the Council's existing services are effectively undertaken.
- 12) To monitor and review communications between the Council and the public and to monitor the Council's complaint procedure.
- 13) To monitor and review the Council's Risk Management Programme, including Standing Orders and Financial Regulations.
- 14) To monitor the administration of the Council's offices and facilities.
- 15) To monitor all staff matters, including determining numbers, job descriptions, pay scales and working hours, recruitment, training and development of employees in accordance with the Council's Staff Handbook.
- 16) To delegate staffing issues relating to the Proper Officer, to the Staffing Sub-Committee.
- 17) To monitor the management of 5 Lent Green Lane, including tenancy and rent reviews.

Policies

- 16) To review and develop the strategic policies for the Council and make recommendations to Council.
- 17) To monitor new legislation and to identify and recommend to Council strategies for implementing the outcomes of such legislation.
- 18) To monitor and review all Personnel and Health and Safety Policies and make recommendations to Council.
- 19) To monitor and review Council partnerships and representation on outside bodies and to make recommendations to Council.
- 20) To monitor and review the effectiveness of the Council's Committee structure as a result of new legislation and to evaluate the impact of any new strategies for consideration by the Council.
- 21) To monitor and review any Code of Conduct issues and make recommendations to the Council regarding policy, training and potential breaches of the code of conduct.

5 Staffing Sub-Committee of the Policy & Resources Committee

- 1) The sub-committee shall consist of the Chairman of the Council, the Vice Chairman of the Council, and the Chairman of each committee. The sub-committee may also co-opt additional councillors onto it as required.
- 2) The committee will have a quorum of half the membership.
- 3) To instruct the Council's officers regarding the implementation of actions associated with personnel issues and policies.
- 4) To instruct the Council's officers with regard to taking any appropriate legal & professional advice.

- 5) To monitor and review all issues regarding employment tribunals, and to agree any compromise/settlement agreements on behalf of the Council.
- 6) To refer any matter to the Policy and Resources Committee.
- 7) To manage and oversee the appointment of the Proper Officer, making the final recommendation to the Full Council.

Document History		
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