



Great Boughton Parish Council

Terms of Reference for Council Sub-Groups

Introduction

In 2012, Great Boughton Parish Council established a number of new sub-groups to facilitate greater discussion, drive forward actions and achieve greater participation from Councillors as well as residents.

Expectation of Group Members

1. It is expected that Parish Councillors will sit on at least one Sub-Group and make every effort to attend Sub-Group meetings where possible. Apologies and reasons should be sent to the Clerk at least two days in advance of the meeting date.
2. Councillors are expected to take responsibility for their actions and act upon them in the agreed timescale.
3. Councillors attending the meetings asked to respect confidentiality rules where these apply.
4. The group will operate in an open and respectful environment where everyone has the opportunity to contribute.

Conduct of Meetings

1. All meetings of the Sub-Groups shall be public meetings, convened in accordance with the Parish Council's standing orders.
2. Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the Sub-Group.
3. Only formal Parish Council members of each sub-group can vote in the Sub-Groups.

Review arrangements

The Sub-Group's responsibilities and their operation should be reviewed on an annual basis to ensure their effective operation. Appointments to the Sub-Groups will be considered at the Annual Council Meeting who may decide to alter or dissolve the Sub-Groups as required.

Great Boughton Parish Council

Finance Sub-Group

**Communications &
Events Sub-Group**

**Vicars Cross
Community Centre
Sub-Group**

**Planning
Sub-group**

Caldy Valley Sub-group

Great Boughton Parish Council

Finance Sub-Group Terms of Reference

Purpose

The Finance Sub-Group will oversee the administration of all matters relating to council finance, audit and compliance with relevant legislation.

Key responsibilities

- 1) Draft the annual budget and precept amount in time for approval at the full council meeting in January as per council Financial Regulations
- 2) Review or amendments of Financial Regulations, Standing Orders or Terms of Reference relevant to this committee
- 3) Financial borrowing, loans or reserves
- 4) Oversee any capital works
- 5) Administration of the council's financial affairs
- 6) Manage assets
- 7) Internal control including review of effectiveness of internal audit and internal controls
- 8) Virements between revenue budgets
- 9) Financial terms and conditions relating to council employees
- 10) Awards of grants to local organisations
- 11) Request for expenditure from other groups, over and above any delegated limits
- 12) Authorisation for payment of council invoices
- 13) Any matters in connection with the Freedom of Information Act

Membership

Membership will consist of the Chairs of the all the Sub-Groups plus ideally the Chairman and Vice Chairman. The Clerk will also sit on this group.

Current group members are:

- Keith Scargill
- Peter Bulmer
- Andrew Pannell
- Martin Whiteley

Frequency of meeting

Meetings will initially be held on a monthly basis, with actions progressed /delivered between meetings. Correspondence between meetings to update on progress of actions may occur via email as well as task and finish groups on particular actions.

Great Boughton Parish Council Communication and Events Sub- Group Terms of Reference

Purpose

To ensure that the Parish Community of Great Boughton is informed and aware of events within the parish through the development and delivery of an annual Communications and Events plan.

Key Responsibilities

- 1) Act as the lead group responsible for all forms of communications by the Parish Council, including website, newsletters, and press releases.
- 2) Establish and run Parish wide events.
- 3) Support Vicars Cross Community Centre and Caldby Valley Church Centre in their own communications and events.
- 4) Act as a signpost for information on the delivery of services within the parish by other relevant organisations.
- 5) Promote other relevant events occurring within the parish or events that may be of interest that are outside the area.
- 6) Regular reporting to Great Boughton Parish Council.

Membership

Membership of the sub-group will consist of Councillors from Great Boughton Parish Council. The sub-group also may co-opt members of the community to add expertise to the sub-group. Membership will be dynamic and may change in response to the requirement for additional skills and experience. Current group members are:

- Peter Bulmer - Chair
- Pauline Cox
- Jo Evans
- Sue Rigby
- John Tacon (co-opted)

Frequency of meetings

Meetings will initially be held on a monthly basis, with actions progressed /delivered between meetings.

Correspondence between meetings to update on progress of actions may occur via email as well as task and finish groups on particular actions.

Great Boughton Parish Council

Vicar Cross Community Centre Sub-Group

Terms of Reference

Purpose

To ensure that Vicars Cross Community Centre is a vibrant and financial sustainable community centre serving the whole of the Parish Community of Great Boughton

Key responsibilities

- 1) To ensure long term financial sustainability for the Centre through the development and delivery an annual Business Plan/ Action Plan
- 2) To support the Centre Manager in running the Centre through activities, meetings and general improvements
- 3) To recruit and review the performance of the Centre Manager
- 4) Support funding applications
- 5) Provide hands on support for the running and maintenance of the centre
- 6) Provide regular reporting to Great Boughton Parish Council
- 7)

Membership

Membership will consist of Councillors from Great Boughton Parish Council. The sub-group also may co-opt members of the community to add expertise to the group. Membership will be dynamic and may change in response to the requirement for additional skills and experience. Current sub-group members are:

- Peter Bulmer Chair
- Nigel Haslock
- Trevor Jones
- Krissie Mayler
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Frequency of meetings

Meetings will initially be held on a monthly basis, with actions progressed /delivered between meetings.

Correspondence between meetings to update on progress of actions may occur via email as well as task and finish groups on particular actions.

Great Boughton Parish Council

Planning Sub-Group

Terms of Reference

Purpose

To be sufficiently aware of and respond to all planning matters that affect the parish and to oversee the management and improvement of open spaces, allotments and play areas in the parish in accordance with the parish plan and the views of residents.

Key responsibilities

- 1) To keep up to date and be aware of current planning policy that may affect the parish and to respond to consultations on any changes to planning policy.
- 2) To respond to consultation on planning applications on any consequent planning matters that may affect the environment or quality of life of parish residents within the relevant timescale whenever possible
- 3) To represent the views of the parish in any planning appeal against refusal of planning permission.
- 4) To manage and improve the allotments owned by the parish.
- 5) To manage and improve the play areas and open spaces owned by the parish in consultation with residents and their needs.
- 6) To make regular reports on the above matters to the Great Boughton Parish Council.

Membership

Membership of the sub-group will consist of Councillors from Great Boughton Parish Council. The sub-group also may co-opt members of the community to add expertise to the sub-group. Membership will be dynamic and may change in response to the requirement for additional skills and experience. Current sub-group members are:

- Andrew Pannell Chair
- Martin Whiteley
- Harry Cowley
- Ian Huffer

Frequency of meetings

The sub-group shall meet at least every two months, but may meet more frequently, depending upon the business need.

Great Boughton Parish Council Representation on the Caldy Valley Joint Management Committee Terms of Reference

Purpose

To ensure that The Caldly Valley Centre provides a parish community resource as well as understand and influence the areas surrounding the Centre

Key responsibilities

- 1) Represent the Parish Council on The Caldly Valley Joint Management Committee (JMC)
- 2) Raise awareness of the Parish Council's involvement in the Centre
- 3) Understand budget issues relating to the Centre
- 4) Understand the ownership issues relating to the Centre
- 5) Recommend to full Council, any Parish Council contribution to specified items to support the running of the Centre and as a Parish facility
- 6) Reporting back to the Parish Council from meetings of the JMC

Representation

Great Boughton have up to six places on the JMC. Current members are:

- Martin Whiteley Lead Parish Councillor
- Pauline Cox
- Nigel Haslock
- Keith Scargill
- Ian Huffer
- John Griffiths

Frequency of meetings

The JMC meet every two months. However, Parish Councillors who sit on the JMC may meet separately as a sub-group to discuss issues relevant to the Parish Council regarding The Caldly Valley Centre.