



WILLAND PARISH COUNCIL

COMMITTEE TERMS OF REFERENCE

1. General

- 1.1 The Full Council shall consist of all elected members of the Parish Council and will be responsible for all matters in relation to the business of the Parish Council as shall be required by Law.
- 1.2 Full Council may appoint committees and sub-committees to deal with various aspects of its business in accord with the following specified 'Terms of Reference'. These committees may also recommend actions and policy for final approval or ratification by Full Council.
- 1.3 All committees and sub-committees shall operate within the law, Code of Conduct, Standing Orders, Financial Regulations and Policies determined nationally and locally. They will operate within the basic 'Terms of Reference' set out in the following paragraphs.
- 1.4 The Clerk to the Parish Council [Proper Officer] shall be responsible for all administrative support for all committees and sub-committees.
- 1.5 Any committee or subcommittee may co-opt additional councillors or members of the public for specific projects or purposes.

2. Finance and Administration Committee

- 2.1 The committee should ideally consist of at least seven members.
- 2.2 The Chair of the committee shall be responsible for the wellbeing, administration and appraisal of any employed staff.
- 2.3 In conjunction with the Clerk to prepare the budget and precept each year and monitor expenditure and make recommendations to Full Council for final decision on setting the annual precept.
- 2.4 Prepare and deal with all aspects of the annual audit for final approval and ratification by Full Council.
- 2.5 Prepare and review and amend annually as necessary all instructions and policies of the Parish Council together with any Emergency or similar plans.
- 2.6 Any other issues as directed by Full Council.

3. Planning Lighting and Transportation Committee

- 3.1 The committee should ideally consist of at least six members.
- 3.2 In cooperation with the District Council receive, examine and make recommendations, if appropriate, on planning applications submitted within the Willand or adjoining parishes.
- 3.3 Examine and respond, if appropriate, to any consultation received as to proposed changes to Planning Policy or boundary changes which is likely to have an impact on the Parish, District or County or adjoining areas.

3.4 Deal with any policy matters in relation to the highways and footpaths within the Parish or the immediate adjoining area. This will include the sighting and operation of street lamps and other 'street furniture'.

3.5 Any other issues as directed by Full Council.

4. Environmental Committee

4.1 The committee should ideally consist of at least six members.

4.2 Deal with all matters in relation to the Cemetery and its operation. This will also include the Churchyard as appropriate,

4.3 Deal with all matters in relation to the Parish owned or managed public open spaces and play areas.

4.4 Responsible for arranging the Parish Walks and ensuring the general tidiness of the village including contact with landowners in relation to hedges and shrubs encroaching onto public areas to the detriment of safety and wellbeing of users.

4.5 Liaison with MDDC re Litter and Dog Bins and related issues.

4.6 Any other issues as directed by Full Council.

Adopted at the Full Council Meeting on 10 September 2015

Reviewed and amended at the Annual Meeting 12 May 2022