

PIRBRIGHT PARISH COUNCIL

TERMS OF REFERENCE 2015¹

1. Membership

1:1 Seven councillors shall be elected by the parish electorate every four years, with a chairman elected by its members at the Council's Annual Meeting. The Council chairman is an ex-officio member of all committees, with a vote, and must sign a declaration of office.

1:2 All Members must sign a declaration of acceptance of office at the Annual Meeting following election. They must also complete the Form of Financial and Other Registrable Interests as soon as possible afterwards.

1:3 Members cease to be councillors if they fail to attend any Council or committee meetings during six consecutive months without a 'Statutory Excuse'. Members who cease to be qualified or become disqualified, must cease to act and risk legal proceedings by continuing to do so.

1:4 Members may attend all meetings of the Council, read the minutes and correspondence sent and received.

1:5 The Parish Council is the Holding Trustee for the Lord Pirbright's Hall & Recreation Ground Charity.

1:6 Four members of the Parish Council will serve on the Executive Trustees Management Committee of the LPH Charity.

2. Statement of Intent

The Parish Council shall review and assess all relevant matters relating to the Parish, its community and environment. The powers and duties of the Council are prescribed by law.

The Council as a whole:

- suggests ideas
- engages in constructive debate
- responds to the needs and views of the community
- comments on proposals to ensure the best outcome
- supports community activities
- provides a channel of communication between the community and Borough and County Councils.

3. Duties and Powers

3:1 The Council is a statutory body and the decisions made are the responsibility of the Council as a whole.

3:2 The Council is responsible for the services it provides, establishing policies for action and deciding how money will be raised and spent on behalf of the community. It is responsible for spending public money as laid down by law and without risk, and for achieving the best value for money.

3:3 No individual councillor (including the chairman) can make a decision on behalf of the Council. All decisions should be taken at meetings of the full council or the appropriate committee, and each Chairman holds a position of authority, responsible for ensuring that effective and lawful decisions are taken at all meetings.

3:4 The Council must appoint a Clerk as an administrative officer, who may combine duties with that of the Responsible Financial Office to discharge its functions. The Clerk records all the decisions of the Council and, as R.F.O., keeps all its accounts.

3:5 The Council must abide by current law on Freedom of Information, Equal Opportunities, Employment legislation and the Code of Conduct.

¹ Updated in September 2012

3:6 Pirbright Parish Council works through three committees: Planning, Finance & General Purposes and Highways & Environment. Each committee works to Terms of Reference with delegated powers to carry out the stated remit of the Parish Council. The Council as a body has to make all decisions as such, following the procedures stated in the Standing Orders.

4. Responsibilities

4:1 The Council ensures that the statements of accounts are prepared in the way prescribed by law.

4:2 The Council makes proper arrangements and accepts responsibility for safeguarding the public money and resources in its charge.

4:3 The Council does only the things that it has the legal power to do and conforms to relevant codes of practice and standards.

4:4 The Council gives all persons interested the opportunity to inspect and ask questions about the accounts during the year.

4:5 The Council considers the financial and other risks it faces in its operation and deals with them properly.

4:6 The Council arranges for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet its needs and to review the impact of this work (Independent Internal Auditor).

4:7 The Council responds to matters brought to its attention by internal and external audit.

4:8 The Council discloses everything it should have about its business during the year including events taking place after the year-end if relevant.

4:9 The Council meets all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

5. Procedures

5:1 The Council will meet 11 times a year, including the Annual Meeting in May, or more frequently if necessary. Meetings are held normally on the last Tuesday of the month. No meeting is usually held in August unless there is urgent business.

5:2 Meetings shall take place in the Parish Shop, Lord Pirbright's Hall or on site if required.

5:3 Meetings are open to members of the public, who may address the meeting and, at the Chairman's discretion, take part in discussion of any relevant matter.

5:4 The quorum is three members.

5:5 The Chairman of the Council has a casting vote.

5:6 Members will be punctilious in observing the guidelines set down by the Model Code of Conduct regarding declarations and conflicts of interest.

5:7 The Clerk shall:

a) Publish the agenda for the meeting in consultation with the Chairman of the Parish Council and notify committee members;

b) Maintain contact with relevant departments Borough Council and report urgent matters without prior reference to the Council;

c) Take the minutes of meetings and distribute them to Council members;

d) Write and receive all correspondence and official reports on behalf of the Council and present a schedule of non-routine items monthly to members.



PIRBRIGHT PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

TERMS OF REFERENCE 2015

1. Membership

Three councillors shall be elected each year at the Parish Council Annual Meeting to form the committee with a chairman elected by its members. The Parish Council chairman is an ex-officio member of the committee with a vote. Any other parish councillor may be co-opted as a substitute for an absent member with the approval of a majority of the committee.

2. Statement of Intent

The Committee shall review and assess all relevant matters relating to:

- a) Parish Council finance and staffing issues.
- b) Administration of the Green and Cricket Pavilion.
- c) Parish Council governance (audit, standing orders, financial regulations, risk assessments).

3. Delegated powers

The committee has delegated powers from the full Parish Council to perform responsibilities and procedures subject to points 4:1-4:6 below and the Financial Regulations, which form part of these Terms of Reference.

4. Responsibilities

- 4:1 Assess all aspects of Parish assets for maintenance and future capital projects.
- 4:2 Formulate ideas for grant-aid Parish for discussion by the full Council.
- 4:3 Monitor quarterly financial statements prepared by the Responsible Financial Officer against the budget, making adjustments where required.
- 4:4 Assess and assist in the preparation of the budget for the Precept in the next financial year for approval by the full Council.
- 4:5 Carry out an internal audit on a regular basis.
- 4:6 Assess estimates for work and make recommendations for acceptance.
- 4:7 Refer urgent and important matters for consideration by the full Council.

5. Procedures

- 5:1 The committee will meet quarterly or more frequently if necessary.
- 5:2 Meetings shall take place in the Parish Shop or on site if required.
- 5:3 Meetings are open to members of the public, who may address the meeting and, at the Chairman's discretion, take part in discussion of any relevant matter.
- 5:4 The quorum is three members.
- 5:5 The Chairman of the Committee has a casting vote.
- 5:6 Members will be punctilious in observing the guidelines set down by the Standing Orders regarding declarations of interest.
- 5:7 The Clerk shall:
 - a) Publish the agenda for the meeting in consultation with the Chairman of the Committee and notify committee members;
 - b) Maintain contact with relevant departments of the Borough Council and report urgent matters without prior reference to the Committee;
 - c) Take the minutes of meetings and distribute them to Council members.
- 5:8 The Responsible Financial Officer shall prepare the quarterly financial statements for consideration by the Committee.

PIRBRIGHT PARISH COUNCIL

HIGHWAYS & ENVIRONMENT COMMITTEE

TERMS OF REFERENCE 2015

1. **Membership**

Three councillors shall be elected each year at the Parish Council Annual Meeting to form the committee with a chairman elected by its members. The Council chairman is an ex-officio member of the committee with a vote. Any other councillor may be co-opted as a substitute for an absent member.

2. **Statement of Intent**

The Highways & Environment Committee shall review and assess all relevant matters relating to highways, byways, commons and other open spaces within the parish in order to protect the community and enhance its environment.

3. **Delegated powers**

The committee has delegated powers from the full Parish Council to perform the responsibilities and procedures subject to points 4:1-4:4 below.

4. **Responsibilities**

4:1 Assess all aspects of road safety and condition in the parish (to include car parks, footways, drainage gullies, verges, etc).

4:2 Consider all matters connected with the condition of footpaths, waterways and commons including environmental issues on the Green but excluding the Fox Corner Wildlife Area.

4:3 Report litter & fly tipping.

4:4 Review official consultative documents on highways matters and make recommendations on the Council's response.

4:5 Refer matters of great importance for consideration by the full Council.

5. **Procedures**

5:1 The committee will meet quarterly or more frequently if necessary.

5:2 Meetings shall take place in the Parish Shop or on site if required.

5:3 Meetings are open to members of the public, who may address the meeting and, at the Chairman's discretion, take part in discussion of any relevant matter.

5:4 The quorum is three members.

5:5 The Chairman of the Committee has a casting vote.

5:6 Members will be punctilious in observing the guidelines laid down by the Model Code of Conduct regarding declarations of interest.

5:7 The Clerk shall:

a) Publish the agenda for the meeting in consultation with the Chairman of the Committee and notify committee members;

b) Notify any residents who may be considered to have a direct interest in the matter;

c) Consider whether a public meeting is required on any relevant matter;

d) Maintain contact with relevant departments of County and Borough Councils and report urgent matters without prior reference to the Committee;

e) Keep Borough and County councillors informed of decisions;

f) Take the minutes of meetings and distribute them to Council members.

PIRBRIGHT PARISH COUNCIL

PLANNING COMMITTEE TERMS OF REFERENCE 2015¹

1: Membership

Three councillors shall be elected each year at the Parish Council Annual Meeting. The committee elects its own chairman. The Council chairman is an ex-officio member of the committee with a vote. Any other councillor may be co-opted as a substitute for an absent member.

2: Statement of intent

1. The Planning Committee shall assess planning applications submitted within the Parish in order to protect and enhance the community and its environment,
2. The Planning Committee shall consider projects within the Parish that have a construction or a design element to ensure they enhance the community and its environment.

3: Delegated powers

The committee has delegated powers from the full Parish Council to perform the responsibilities and procedures outlined below.

4: Responsibilities

1. Assess all planning applications made within the parish.
2. Register comments, where applicable, with Guildford Planning Department. All comments are to be forwarded in writing or by e-mail by the Parish Clerk with a copy to the Borough Councillor.
3. Issue minutes of all applications and comments to full Parish Council Meetings.
4. Monitor planning applications submitted in the local press.
5. Monitor local issues/events in the area and draw to the council's attention significant planning concerns.
6. Keep up-to-date with relevant planning law and government guidelines.
7. Review official consultative documents on planning matters and make recommendations on the Council's response.
8. Assess and discuss projects in the Parish that require a design element and present a response to the Finance & General Purposes Committee or the Lord Pirbright's Hall Managing Trustees Committee, as appropriate.

5: Procedures

1. The Committee shall meet to discuss applications and to consider representations for submission to the Local Planning Authority. Meetings will be held as necessary to comply with 5:5 below.
2. Meetings are open to members of the public.
3. The Clerk shall:
 - (a) Date and file particulars of every planning application notified to the Council by the Borough Council as soon as it is received.
 - (b) Refer every planning application to the Chairman of the Planning Committee within 48 hours of receiving it and decide in consultation with the Clerk which may be considered under delegated authority and which should be considered by the committee.
 - (c) Publish the agenda for the meeting in consultation with the Chairman of the Planning Committee and notify committee members;

¹ Updated March 2013

4. Every application shall be the subject of a representation, which should be submitted within the permitted consultation period.
5. Every application shall receive consideration in committee session. Exceptionally discussion may be fast-tracked by e-mail or telephone in order to meet the deadline for representations, provided the application has been seen by the Chairman of the Planning Committee and is considered non-controversial.
6. If any member considers that a planning application warrants consideration by the full Council membership, s/he may either a) require those councillors who are not members of the planning committee to be co-opted to the committee or b) bring the application to a monthly meeting of the full Council.
7. The quorum is three members.
8. The Chairman of the Committee has a casting vote.
9. Members will be punctilious in observing the guidelines laid down by the Model Code of Conduct regarding declarations of interest.
10. Correspondence from applicants should be acknowledged by the Clerk on receipt and forwarded to the Chairman. A response will be made once the matter has been considered properly, even if it is decided not to prolong discussion on items already commented upon. If material is presented that changes the committee's view, the issue may be reconsidered at committee and a further comment submitted to GBC, but this would be the exception.