

# **Eccleshall Parish Council**

## **Terms of Reference**

### **Committees & Sub-Committees.**



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## 1 PLANNING COMMITTEE

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### Purpose

- 1.1. The purpose of the Planning Committee is to consider planning applications within the parish area and submit comments to Stafford Borough Council. The committee is also tasked with addressing planning related matters on behalf of Eccleshall Parish Council and deal with any planning related correspondence.

### Membership and Appointment

- 1.2. The Committee shall consist of the whole membership of the Parish Council. These members shall be appointed by the Council in May to serve until the following May's Council meeting.
- 1.3. The Chair shall be an ex-officio voting member of the Committee.

### Chairman and Vice-Chairman

- 1.4. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chair and a Vice-Chair.
- 1.5. If neither the Chairman nor the Vice-Chair are able to preside at a meeting of the Committee, the members of the Committee present shall elect a temporary Chair for the duration of the meeting.

### Quorum

- 1.6. No business shall be dealt with unless at least five voting members of the Committee are present and able to vote. If there is no quorum, all items for which the Committee would be inquorate shall be deferred until the next meeting of the Committee.

### Attendance (public and non-members)

- 1.7. Only Members of the Committee may vote on agenda items.
- 1.8. Meetings will normally be open to the public unless there is a specific resolution of the Committee to consider an item of business in private.
- 1.9. Any meeting of the Planning Committee will include a public participation agenda item, to allow members of the public, or councillors, to speak for a maximum of 3 minutes each, on planning related matters.

## Meetings

- 1.10. Meetings will normally be held on dates determined by the Parish Council/Clerk, which are usually the first and third Wednesdays of each month, except for August and December. Where changes are required to these dates, this shall be determined by the committee. If such a decision needs to be made outside a meeting, it shall be determined by the Clerk following consultation with the Chair whenever possible.
- 1.11. Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- 1.12. The provisions of the Council's Standing Orders for business shall apply to meetings of the Committee.

## Agenda

- 1.13. Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders.

## Reporting

- 1.14. Decisions of the Committee shall have the status of resolutions, which shall be binding on the Council providing that the item can be legally delegated by the Council. Where an item cannot be legally delegated, decisions shall have the status of recommendations to the full Council.

## Responsibilities and Delegation

RESPONSIBILITIES	DELEGATED POWERS The committee has delegated authority:
To consider planning applications within the parish area and put forward comments to the local planning authority	To respond as required to any planning applications
To consider planning related consultations and policies and provide any required responses	To consider and take appropriate action on behalf of the Council
To consider and undertake any actions as agreed for planning related matters	To respond and take appropriate action on behalf of the Council
To approve financial payments from a presented list of accounts	To approve routine account payments to ensure prompt payment of invoices between full council meetings
To receive and consider planning related correspondence.	To respond and take appropriate action on behalf of the Council
To consider responses in line with relevant council policies	To respond to planning matters and highlight council policy in areas such as biodiversity and environmental sustainability.

## 2 ENHANCEMENTS AND PRESERVATION COMMITTEE

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### Purpose

- 2.1 The purpose of the Enhancements Committee is to oversee the maintenance, development, and improvement of parish assets and the local environment, promoting sustainability and biodiversity. Its aim is to enhance the quality and appearance of the parish for the benefit of the whole community through the effective management of council-owned assets, play areas, green spaces, and local improvement projects.

### Membership and Appointment

- 2.2 A minimum of five members drawn from the membership of the Parish Council.
- 2.3 Committee members may also include non-council members, who are able to speak at meetings but do not have voting rights.
- 2.4 These members shall be appointed by the Parish Council in May to serve until the following May's meeting of that Committee. Appointments to fill any vacancies that may arise during the year shall be made by the Parish Council.
- 2.5 The Chair of the Parish Council shall be an ex- officio voting member of the Committee.
- 2.6 The Committee may recommend the appointment of **working groups** to carry out specific tasks or support specific projects. Working groups may include non-councillors and will report back to the Committee.
- 2.7 Working group members shall be appointed by resolution of the Committee and must operate under its guidance.

### Chairman and Vice-Chairman

- 2.8 The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chair and a Vice-Chair.
- 2.9 If neither the Chairman nor the Vice-Chair are able to preside at a meeting of the Committee, the members of the Committee present shall elect a temporary Chair for the duration of the meeting.

### Quorum

- 2.10 No business shall be dealt with unless at least half of the voting members of the Committee are present and able to vote. If there is no quorum, all items for which the Committee would be inquorate shall be deferred until the next meeting of the Committee.

## Attendance (public and non-members)

- 2.11 Only Members of the Committee may vote on agenda items.
- 2.12 Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chairman.
- 2.13 Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- 2.14 Non-Members of the Committee have no more rights at Committee meetings than members of the public.
- 2.15 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Committee or not.
- 2.16 Meetings will normally be open to the public unless there is a specific resolution of the Committee to consider an item of business in private.

## Meetings

- 2.17 Meetings will be held on dates determined by the Parish Council/Clerk, which is usually every two months. Where changes are required to these dates, this shall be determined by the committee. If such a decision needs to be made outside a meeting, it shall be determined by the Clerk following consultation with the Chair whenever possible.
- 2.18 Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- 2.19 The provisions of the Council's Standing Orders for business shall apply to meetings of the Committee.

## Agenda

- 2.20 Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders.

## Reporting

- 2.21 Decisions of the Committee shall have the status of recommendations to the Full Council if there are no relevant delegated powers in force. Where delegated powers are in place, the decisions of the Committee shall be binding on the Council.

## Responsibilities and Delegation

RESPONSIBILITIES	DELEGATED POWERS The committee has delegated authority:
Managing the maintenance and repair of council owned assets	To instruct routine maintenance and repairs within budget limits and in accordance with the Council's Financial Regulations.
Monitoring the condition of play areas and overseeing inspections, maintenance, and improvements	To approve routine maintenance and actions arising from regular safety inspections in accordance with the Council's Financial Regulations. To bring any recommendations for improvements to Full Council for consideration
Overseeing grass cutting and other environmental maintenance responsibilities not covered by principal authorities	To manage the day to day grounds maintenance contracts. To consider the grounds maintenance contracts on renewal and provide recommendations for contractor appointment to Full Council for approval.
Managing the open spaces owned by the Parish Council, e.g. the Eyeswell, Elford Heath and the Jubilee Playing Field, in relation to ongoing maintenance and opportunities for improvement	To inspect the areas and ensure they are fit for purpose. To research and provide recommendations to Full Council for improvements. To approve routine and urgent works required within the allocated budget and in accordance with the Councils Financial Regulations.
Identifying and prioritising tasks under the Parish Lengthsman Scheme	To manage the Lengthsman scheme and advise works for completion within the allocated budget
Identifying and prioritising tasks under the Parish Lengthsman Scheme	To manage the Lengthsman scheme and advise works for completion within the allocated budget
To propose and deliver enhancement projects to improve the local community – to include new capital projects, significant asset replacements, or policy changes	To prepare proposals for relevant projects for full Council approval. Manage projects as delegated by Full Council
Support and liaise with community groups and volunteers involved in enhancement activities	To bring any opportunities to Full Council for consideration
Identify and support funding opportunities to deliver community improvement projects	To research and bring opportunities to Full Council for consideration

To support and promote environmental initiatives, including sustainable practices, conservation efforts and opportunities to enhance the biodiversity of the parish. Examples include Tree and wildflower planting; Biodiversity and wildlife habitat support; Bee-friendly planting schemes and pollinator corridors	To research and bring opportunities and projects to Full Council for consideration, ensuring that Biodiversity is embedded in council activities and current policies are fit for purpose.
To receive and consider correspondence related to the scope of the Committee	To respond appropriately on behalf of the Council, which may include approval of correspondence to request residents to cut back hedges, for example.
To consider the annual financial requirements for the committee.	To agree the required expenditure for inclusion in the annual budget, to adequately support any projects and ongoing responsibilities.

### 3 EVENTS COMMITTEE

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#### Purpose

- 3.1 The purpose of the Events Committee is to consider, make recommendations and be responsible for the organisation and delivery of Parish Council events in line with the Council approved delegation scheme and specific Council resolutions, within the approved committee budget. The committee will also work to support events within the Parish delivered by other organisations.

#### Membership and Appointment

- 3.2 A minimum of five members drawn from the membership of the Parish Council.
- 3.3 Committee members may also include non-council members, who are able to speak at meetings but do not have voting rights.
- 3.4 These members shall be appointed by the Parish Council in May to serve until the following May's meeting of that Committee. Appointments to fill any vacancies that may arise during the year shall be made by the Parish Council.
- 3.5 The Chair of the Parish Council shall be an ex- officio voting member of the Committee.
- 3.6 The Committee may recommend the appointment of **working groups** to carry out specific tasks or support specific projects. Working groups may include non-councillors and will report back to the Committee.
- 3.7 Working group members shall be appointed by resolution of the Committee and must operate under its guidance.

#### Chairman and Vice-Chairman

- 3.8 The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chair and a Vice-Chair.
- 3.9 If neither the Chairman nor the Vice-Chair are able to preside at a meeting of the Committee, the members of the Committee present shall elect a temporary Chair for the duration of the meeting.

#### Quorum

- 3.10 No business shall be dealt with unless at least half of the voting members of the Committee are present and able to vote. If there is no quorum, all items for which the Committee would be inquorate shall be deferred until the next meeting of the Committee.

#### Attendance (public and non-members)

- 3.11 Only Members of the Committee may vote on agenda items.
- 3.12 Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chairman.
- 3.13 Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.

- 3.14 Non-Members of the Committee have no more rights at Committee meetings than members of the public.
- 3.15 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Committee or not.
- 3.16 Meetings will normally be open to the public unless there is a specific resolution of the Committee to consider an item of business in private.

## Meetings

- 3.17 Meetings will be held on dates determined by the Parish Council/Clerk, which is usually every three months. Where changes are required to these dates, this shall be determined by the committee. If such a decision needs to be made outside a meeting, it shall be determined by the Clerk following consultation with the Chair whenever possible.
- 3.18 Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- 3.19 The provisions of the Council's Standing Orders for business shall apply to meetings of the Committee.

## Agenda

- 3.20 Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders.

## Reporting

- 3.21 Decisions of the Committee shall have the status of recommendations to the Full Council if there are no relevant delegated powers in force. Where delegated powers are in place, the decisions of the Committee shall be binding on the Council.

## Responsibilities and Delegation

RESPONSIBILITIES	DELEGATED POWERS The committee has delegated authority:
To consider and put forward proposals for events for the Parish Council to undertake.	To report and make recommendations to undertake events as appropriate
To organise and deliver events that have been approved by Council.	To organise and deliver events within the scope approved by Full Council, approving expenditure within the designated approved budget.
To delegate responsibilities and receive recommendations.	To establish sub-committees and Task & Finish (working) groups, and to appoint advisers as and when necessary to assist in its work. To delegate responsibilities to Council officers.
To support events delivered by organisations external to the Parish Council, where appropriate.	To support events within the scope approved by Full Council, and within any designated budget.
To consider requests for external events to be held on Parish Council owned property, during the months of August and December only, when there is no Full Council meeting in place to approve.	During August and December only - to approve the use of Parish Council owned property for events that are deemed suitable, where impact on location is minimal, and there is negligible financial and liability risk to the Council. Approval will be in conjunction with the Chair of the Parish Council, and evidence that the organisation holds the appropriate insurances and has conducted an appropriate Risk assessment. A decision may be referred to full Council if appropriate and the full Council will retain optional authority to agree/decline any requests.
To support and promote environmental initiatives, including sustainable practices and environmentally friendly sourced materials where practical. To consider events that support environmental and biodiversity initiatives.	To bring any suggestions to Full Council for consideration and approval to incur related expenditure within approved projects and budget guidelines.
To consider the annual financial requirements for the committee.	To agree the required expenditure for inclusion in the annual budget, to adequately support any projects and ongoing responsibilities.

## 4 FOOTPATHS COMMITTEE

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### Purpose

- 4.1 The purpose of the Footpaths Committee is to oversee the accessibility of Public Rights of Ways within the parish. This is undertaken by reporting large issues to the relevant statutory authority for action and supporting that authority by undertaking routine maintenance to maintain access along key routes for parish residents. The committee manages a team of Footpath Marshalls who report on the condition of the Rights of Way. The committee remit also includes the management of the Keep Eccleshall Tidy Team, to enhance the appearance of the Parish for the benefit of the whole community. The committee is also responsible for the production of Rights of Way walking publications.

### Membership and Appointment

- 4.2 A minimum of five members drawn from the membership of the Parish Council.
- 4.3 Committee members may also include non-council members, who are able to speak at meetings but do not have voting rights.
- 4.4 These members shall be appointed by the Parish Council in May to serve until the following May's meeting of that Committee. Appointments to fill any vacancies that may arise during the year shall be made by the Parish Council.
- 4.5 The Chair of the Parish Council shall be an ex- officio voting member of the Committee.
- 4.6 The Committee may recommend the appointment of **working groups** to carry out specific tasks or support specific projects. Working groups may include non-councillors and will report back to the Committee.
- 4.7 Working group members shall be appointed by resolution of the Committee and must operate under its guidance.

### Chairman and Vice-Chairman

- 4.8 The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chair and a Vice-Chair.
- 4.9 If neither the Chairman nor the Vice-Chair are able to preside at a meeting of the Committee, the members of the Committee present shall elect a temporary Chair for the duration of the meeting.

### Quorum

- 4.10 No business shall be dealt with unless at least half of the voting members of the Committee are present and able to vote. If there is no quorum, all items for which the Committee would be inquorate shall be deferred until the next meeting of the Committee.

## Attendance (public and non-members)

- 4.11 Only Members of the Committee may vote on agenda items.
- 4.12 Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chairman.
- 4.13 Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- 4.14 Non-Members of the Committee have no more rights at Committee meetings than members of the public.
- 4.15 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Committee or not.
- 4.16 Meetings will normally be open to the public unless there is a specific resolution of the Committee to consider an item of business in private.

## Meetings

- 4.17 Meetings will be held on dates determined by the Parish Council/Clerk, which is usually every three months. Where changes are required to these dates, this shall be determined by the committee. If such a decision needs to be made outside a meeting, it shall be determined by the Clerk following consultation with the Chair whenever possible.
- 4.18 Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- 4.19 The provisions of the Council's Standing Orders for business shall apply to meetings of the Committee.

## Agenda

- 4.20 Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders.

## Reporting

- 4.21 Decisions of the Committee shall have the status of recommendations to the Full Council if there are no relevant delegated powers in force. Where delegated powers are in place, the decisions of the Committee shall be binding on the Council.

## Responsibilities and Delegation

RESPONSIBILITIES	DELEGATED POWERS The committee has delegated authority:
To consider and put forward proposals for large footpath projects for the Parish Council to undertake.	To report and make recommendations to undertake projects as appropriate
Footpath walks - to review current Footpaths walks to ensure they are fit for purpose, and put forward proposals for new publications as appropriate.	To produce additional walk publications within the scope approved by Full Council, and within the designated approved budget. To approve the reprinting of current publications, within the allocated budget.
To delegate responsibilities and receive recommendations.	To establish sub-committees and Task & Finish (working) groups, and to appoint advisers as and when necessary to assist in its work. To delegate responsibilities to Council officers.
To manage the work of the Footpaths Operative.	To approve the undertaking of routine maintenance work by the Footpaths Operative within the allocated budget. Any works arising between meetings can be approved by the Clerk in conjunction with the Committee Chair.
To manage the Footpath Marshalls Scheme.	Liaise with the appointed Marshalls to allocate routes, receive reports and to investigate and undertake routine maintenance as required, within the allocated budget.
To manage the Keep Eccleshall Tidy Team.	Liaise with the appointed litter pickers to allocate routes, receive reports and to approve purchase of additional equipment as needed, within the allocated budget.
To receive and consider correspondence related to the scope of the Committee.	To respond appropriately on behalf of the Council, which may include approval of correspondence to request landowners to repair stiles, or cut back vegetation to allow Rights of Way access
To support and promote environmental initiatives, within the scope of the committee. Ensure activities where possible promote biodiversity and sustainability.	To report and make recommendations to undertake projects as appropriate and approve relevant actions within allocated budget and the remit of the committee.
To consider the annual financial requirements for the committee.	To agree the required expenditure for inclusion in the annual budget, to adequately support any projects and ongoing responsibilities.

## 5 POLICY AND RESOURCES COMMITTEE

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### Purpose

- 5.1 The purpose of the Policy & Resources Committee is to assist the Parish Council in overseeing the proper financial management of the council to ensure that the Council adhere to a high standard of efficiency and transparency that is required within Local Government Authority. This includes the preparation of the annual budget and regular reviews of expenditure, ensuring the Council has adequate measures in place to reduce financial risk to the Parish and to recommend precept requirements for the Full Council for subsequent discussion and approval. The Committee is also responsible for determining grant applications, recommending new or amendments to existing policies and procedures and reviewing land resources of the Council, to include recommending arrangements for the acquisition, allocation, disposal, inventory and insurance of any land, buildings, or substantial property.

### Membership and Appointment

- 5.2 A minimum of five members drawn from the membership of the Parish Council.
- 5.3 These members shall be appointed by the Parish Council in May to serve until the following May's meeting of that Committee. Appointments to fill any vacancies that may arise during the year shall be made by the Parish Council.
- 5.4 The Chair of the Parish Council shall be an ex- officio voting member of the Committee.
- 5.5 The Committee may recommend the appointment of **working groups** to carry out specific tasks or support specific projects. Working groups may include non-councillors and will report back to the Committee.
- 5.6 Working group members shall be appointed by resolution of the Committee and must operate under its guidance.

### Chairman and Vice-Chairman

- 5.7 The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chair and a Vice-Chair.
- 5.8 If neither the Chairman nor the Vice-Chair are able to preside at a meeting of the Committee, the members of the Committee present shall elect a temporary Chair for the duration of the meeting.

### Quorum

- 5.9 No business shall be dealt with unless at least half of the voting members of the Committee are present and able to vote. If there is no quorum, all items for which the Committee would be inquorate shall be deferred until the next meeting of the Committee.

## Attendance (public and non-members)

- 5.10 Only Members of the Committee may vote on agenda items.
- 5.11 Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chairman.
- 5.12 Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- 5.13 Non-Members of the Committee have no more rights at Committee meetings than members of the public.
- 5.14 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Committee or not.
- 5.15 Meetings will normally be open to the public unless there is a specific resolution of the Committee to consider an item of business in private.

## Meetings

- 5.16 Meetings will be held on dates determined by the Parish Council/Clerk, which is usually every three months. Where changes are required to these dates, this shall be determined by the committee. If such a decision needs to be made outside a meeting, it shall be determined by the Clerk following consultation with the Chair whenever possible.
- 5.17 The provisions of the Council's Standing Orders for business shall apply to meetings of the Committee.

## Agenda

- 5.18 Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders.

## Reporting

- 5.19 Decisions of the Committee shall have the status of recommendations to the Full Council if there are no relevant delegated powers in force. Where delegated powers are in place, the decisions of the Committee shall be binding on the Council.

## Responsibilities and Delegation

RESPONSIBILITIES	DELEGATED POWERS The committee has delegated authority:
To prepare the annual budget and precept recommendation for approval.	To scrutinise the budget and precept and present recommendations for approval by Full Council.
To monitor financial performance, including regular updates against the agreed budget.	To report and make recommendations to Full Council and advise any significant variances or concerns.
To draft new, and review and update policies and procedures as required, to include the Eccleshall Forward Plan.	To report and make recommendations to Full Council.
To review performance and make recommendations on management of any council investments.	To report and make recommendations to Full Council.
To undertake an annual review of deeds, leases, and insurance arrangements. When required, to review the land resources of the Council, to include recommending arrangements for the acquisition, allocation, disposal, inventory and insurance of any land, buildings, or substantial property.	To report and make recommendations as appropriate to Full Council and advise Full Council of any concerns for consideration.
To consider and approve Community Grant applications.	To approve grant applications and agree the amount to be awarded within the allocated annual grant budget. Time sensitive applications can be considered directly by Full Council, at the discretion of the Clerk/Committee Chair. Any applications not covered by the grants budget to be considered by Full Council.
To receive staffing updates and consider recommendations from the Staffing Committee.	To make any recommendations for approval by Full Council.
To support and promote environmental initiatives, within the scope of the committee. Ensure financial activities where possible promote sustainability.	To report and make recommendations as appropriate to Full Council.

## 6 HIGHWAYS AND TRANSPORT COMMITTEE

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### Purpose

- 6.1 The purpose of the Highways and Transport Committee is to consider the overall safety of residents and visitors to the parish by working with the County Council's Highways Department and other relevant authorities, reporting on the condition of the roads, pavements, parking, road speed concerns, traffic issues, and lobbying for action. The committee remit includes issues related to all means of transport, including sustainable transport such as cycling and public transport networks.

### Membership and Appointment

- 6.2 A minimum of five members drawn from the membership of the Parish Council.
- 6.3 Committee members may also include non-council members, who are able to speak at meetings but do not have voting rights.
- 6.4 These members shall be appointed by the Parish Council in May to serve until the following May's meeting of that Committee. Appointments to fill any vacancies that may arise during the year shall be made by the Parish Council.
- 6.5 The Chair of the Parish Council shall be an ex- officio voting member of the Committee.
- 6.6 The Committee may recommend the appointment of **working groups** to carry out specific tasks or support specific projects. Working groups may include non-councillors and will report back to the Committee.
- 6.7 Working group members shall be appointed by resolution of the Committee and must operate under its guidance.

### Chairman and Vice-Chairman

- 6.8 The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chair and a Vice-Chair.
- 6.9 If neither the Chairman nor the Vice-Chair are able to preside at a meeting of the Committee, the members of the Committee present shall elect a temporary Chair for the duration of the meeting.

### Quorum

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### Attendance (public and non-members)

- 6.11 Only Members of the Committee may vote on agenda items.

- 6.12 Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chairman.
- 6.13 Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- 6.14 Non-Members of the Committee have no more rights at Committee meetings than members of the public.
- 6.15 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Committee or not.
- 6.16 Meetings will normally be open to the public unless there is a specific resolution of the Committee to consider an item of business in private.

## Meetings

- 6.17 Meetings will be held on dates determined by the Parish Council/Clerk, which is usually every three months. Where changes are required to these dates, this shall be determined by the committee. If such a decision needs to be made outside a meeting, it shall be determined by the Clerk following consultation with the Chair whenever possible.
- 6.18 Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- 6.19 The provisions of the Council's Standing Orders for business shall apply to meetings of the Committee.

## Agenda

- 6.20 Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders.

## Reporting

- 6.21 Decisions of the Committee shall have the status of recommendations to the Full Council if there are no relevant delegated powers in force. Where delegated powers are in place, the decisions of the Committee shall be binding on the Council.

## Responsibilities and Delegation

RESPONSIBILITIES	DELEGATED POWERS The committee has delegated authority:
To make representations to the relevant authority in respect of highways management and maintenance e.g. roads, pavements, cycleways, lighting, gritting, bollards and other observations.	To submit reports on behalf of the council, encourage residents to submit their own reports via the 'Report It' online reporting system and escalate issues of serious concern.
To respond to, and participate in, any discussions or consultations with regards to traffic management, road safety, transport and highways schemes in the Council's area.	To respond to any consultations on behalf of the Council within the scope of its remit, referring any particular matters to Council as it deems appropriate.
To monitor traffic management and speeding issues within the parish, including management of the Council owned Speed Indication Devices.	To report any concerns to the appropriate authorities on behalf of the Council. To make recommendations to Full Council on any proposals to request speed reduction measures for consideration by the County Council. To receive reports on SID data, liaise with Staffordshire Safer Roads Partnership and request mobile speed camera vans to areas of concern.
To monitor transport issues including those related to parking, cyclists and bus services.	To report issues to the relevant authorities, on behalf of the council. To consider parking issues and make recommendations on any potential improvement projects to Full Council.
To liaise on a regular basis with the Local Highways Officer and other members of the Highways Department at Staffordshire County Council.	To report areas of particular concern and escalate to senior officers in the relevant authority as deemed appropriate. To arrange meetings with County Highways officers and report back to Full Council.
Support and identify initiatives that promote environmentally friendly modes of transport such as walking, cycling, the use of public transport and projects to encourage the use of EV powered vehicles.	To report and make recommendations to Full Council.
Propose and support transport-related projects, including funding applications and partnership opportunities.	To report and make recommendations to Full Council.
To consider the annual financial requirements for the committee.	To agree the required expenditure for inclusion in the annual budget, to adequately support any projects and ongoing responsibilities.

## 7 STAFFING SUB- COMMITTEE

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### Purpose

- 7.1 The purpose of the Staffing Sub- Committee is to support the Parish Council in fulfilling its obligations in relation to employment matters, including staff appointments, management, appraisals and development, ensuring appropriate confidentiality, compliance with employment law, and good governance.

### Membership and Appointment

- 7.2 A minimum of three members drawn from the membership of the Parish Council, with a maximum of four members.
- 7.3 These members shall be appointed by the Parish Council in May to serve until the following May's meeting of the Sub- Committee. Appointments to fill any vacancies that may arise during the year shall be made by the Parish Council.
- 7.4 The Chair of the Parish Council shall be an ex- officio voting member of the Sub- Committee.

### Chairman and Vice-Chairman

- 7.5 The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chair.
- 7.6 If the Chair is not able to preside at a meeting of the Sub-Committee, the members of the Sub-Committee present shall elect a temporary Chair for the duration of the meeting.

### Quorum

- 7.7 No business shall be dealt with unless at least two of the members of the Sub-Committee are present. If there is no quorum, all items for which the Sub-Committee would be inquorate shall be deferred until the next meeting of the Sub-Committee.

### Attendance (public and non-members)

- 7.8 Due to the sensitive nature of staffing matters, all meetings and documentation are to be treated as strictly confidential.
- 7.9 Meetings will not generally be open to the public (or other Members of the Council) because of the confidential nature of the business to be transacted. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, allowing exclusion of the public and press where confidential staffing matters are discussed.

## Meetings

- 7.10 Meetings will be held as required and convened by the Chair or the Clerk in consultation with all Sub-Committee members. Meetings may be convened at short notice to consider urgent staffing matters.

## Agenda

- 7.11 Members of the Sub- Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders.

## Reporting

- 7.12 Decisions of the Committee shall have the status of recommendations to the Full Council if there are no relevant delegated powers in force. Where delegated powers are in place, the decisions of the Committee shall be binding on the Council. Recommendations that require Full Council approval will be reported via confidential written report or verbal update, as appropriate.

## Responsibilities and Delegation

RESPONSIBILITIES	DELEGATED POWERS The committee has delegated authority:
Performance Management.	To oversee annual appraisals for the Clerk and performance reviews. Addressing capability issues in line with adopted procedures.
Employment Contracts.	Reviewing and recommending changes to Full Council in relation to staff contracts, terms and conditions, and pay scales.
Recruitment and Appointments.	Leading the recruitment process for new staff, including drafting contracts of employment, job descriptions and person specifications for Full Council. Appointment of interview panel members to be responsible for the recruitment process. Recommending appointments as advised by the panel to the Full Council.
Grievance, Disciplinary and Appeals.	Considering staff grievances and disciplinary matters in accordance with Council policies. Appointing separate panels (where necessary) to hear appeals, ensuring impartiality.
Training and Development.	Identifying training needs and supporting professional development.
To ensure the Council complies with all legislative requirements relating to the employment of staff.	To make recommendations for any amendments to Full Council as required.
To review staffing structures and levels needed to ensure they are sufficient to deliver the aims of the council and to review the workloads periodically.	To review as and when required and make recommendations to Full Council.
Health and Safety of staff.	To deal with any concerns raised and ensure the provision of appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work, making recommendations to Full Council as required.

<b>Adopted Date</b>	<b>18<sup>th</sup> June 2025</b>
<b>Review Period</b>	<b>3 years</b>
<b>Last Review Date</b>	<b>June 2025</b>
<b>Next Review Date</b>	<b>June 2028</b>