**Cemetery and Allotments Committee**

**Terms of Reference**

**2021-22**

General Responsibilities

* To supervise and, together with the Council’s Officers, administer the Cemetery and Allotments.
* To follow such policies and guidance as may be adopted from time to time by Council.
* To report on its business and on significant matters within its remit to Council as necessary

Duties

* To review and report to Council on issues relating to the Cemetery.
* To ensure proper management of the Cemetery and Allotments. Burial arrangements etc are currently undertaken by officials of Hailsham Town Council.
* To consider the Cemetery Charges and Allotment Charges and propose any changes to Council.
* To inspect (for general and insurance purposes) equipment (other than office equipment) under the management of the Parish and to keep it in good order.
* To deal with issues within its remit.

Delegated power

The Chairman of the committee (or other member of the Committee) in conjunction with the Responsible Financial Officer, is permitted to authorise expenditure up to the precepted amount for the budget heading concerned.

Membership

A maximum of 8 members – 6 Councillors plus the Chairman and Vice Chairman of Council.

Quorum

3 members including the Chairman and Vice-Chairman of the Council attending *ex officio*.

**Finance Committee**

**Terms of Reference**

General Responsibilities

* To administer all financial and personnel matters together with the Responsible Financial Officer (RFO).
* To report to Council the financial and funding implications of proposals for expenditure, and to advise Council on those financial implications.
* To deal with contractual matters not within the remit of any other committee.
* To follow such policies and guidance as may be adopted from time to time by Council.
* To report on its business and on significant matters within its remit to Council as necessary.

Duties

* To supervise the RFO's management of financial matters, including preparation of budgets and cash flow analysis and the monitoring of budgets.
* To ensure compliance with the Council’s Financial Regulations.
* To prepare the draft precept.
* To propose grants to be made including those under s137 of the Local Government Act 1972.
* To carry out the duties of the Council as an employer, save those for which the Chairman has charge.
* To monitor and report on any contracts entered into by or affecting the Council except any within the remit of any other committee.
* To maintain records of the Parish assets.
* To arrange appropriate insurance of the Council against normally insured risks and of the Council's assets against loss and damage.

Membership

A maximum of 8 members – 6 Councillors plus the Chairman and Vice Chairman of Council. Each of the Council’s other Committees must be represented on the Committee.

Quorum

3 including the Chairman or Vice-Chairman of the Council attending *ex officio.*

**Grounds Maintenance Committee**

**Terms of reference**

General Responsibilities

* To supervise and, together with the Council’s Officers, administer the various grounds owned or administered by the Council.
* To follow such policies and guidance as may be adopted from time to time by Council.
* To report on its business and on significant matters within its remit to Council as necessary

Duties

* To review and report to Council on issues relating to Grounds Maintenance.
* To ensure proper management of the maintenance of the grounds.
* To inspect (for general and insurance purposes) equipment (other than office equipment) under the management of the Parish used for ground maintenance and to keep it in good order.
* To deal with issues within its remit.
* To obtain estimates for the cyclical maintenance of grounds administered by the Council and to liaise with other relevant Committees as necessary.

Delegated power

The Chairman of the committee (or other member of the Committee) in conjunction with the Responsible Financial Officer, is permitted to authorise expenditure up to the precepted amount for the budget heading concerned.

Membership

A maximum of 8 members – 6 Councillors plus the Chairman and Vice Chairman of Council.

Quorum

3 members including the Chairman and Vice-Chairman of the Council attending *ex officio*.

**Planning and Environment Committee**

**Terms of Reference**

General Responsibilities

* To provide the regular consultation and consideration process for planning applications forwarded by the relevant planning authority.
* To comment on those applications and any other environmental/planning issues.
* To maintain a watching brief on major developments.
* To keep and develop, so far as it is able, the general environment in the Parish, built or natural, in the way parishioners wish, and to deal with all matters concerning any land or buildings owned, leased or managed by the Council.
* To ensure so far as it is able that the Parish and its residents are prepared for any local civil emergency event.
* To consider issues relating to traffic and highways that require immediate action as they affect or may affect the Parish or any parts of it, including issues relating to the physical state and condition of roads.
* To follow such policies and guidance as may be adopted from time to time by Council.
* To report on its business and on significant matters within its remit to Council as necessary.

Duties

* To consider and comment on planning applications received by the Council. To include applications that are received after the Planning Agenda has been issued if a response is required before the next scheduled meeting of the Committee.
* To consider any Tree Preservation Orders reported by the Tree Warden and together with the Tree Warden maintain a watching brief on trees.
* To review licensing applications.
* To maintain a watching brief on all listed buildings, AONBs, SSSIs and the Hellingly Conservation Area.
* To receive reports from the Footpaths group.
* To advise the Parish Council on relevant consultations and changes to planning policies, legislation, regulation, consultations, and information e.g. PPG's, SPGs, Local and Structure Plans, Town & Country Planning that may affect the Parish.
* To review and report to Council on issues relating to the design or condition of highways. To identify and report any road maintenance, signage or other requirements to the Highway Authority.
* To ensure the maintenance of all footpaths by prompting landowners and the County Council to carry out their statutory duties, and by direct action where appropriate.
* To ensure all public and open spaces are protected for the general use of the Parish and make the necessary direct (or delegated) intervention to keep the maximum amount of public open space available within the Parish.
* To maintain open spaces, road and paths in a tidy state, and encourage other to do likewise.
* To maintain, replace and develop where appropriate all public, street and area lighting.
* To put in place the necessary precautions and procedures to deal with any local civil emergency event, in proper conjunction with the relevant services and authorities
* To sanction small items of expenditure (up to £500 any one item), but not exceeding in aggregate £2,000 in any year, in any case subject to the expenditure being within a budget heading in that year.

Membership

8 members – 6 Councillors plus the Chairman and Vice Chairman of Council.

Relevant local District Councillor (co-opted)

Quorum

3 members including the Chairman and Vice-Chairman of the Council attending *ex officio*.

**Parish Halls Committee**

**Terms of reference**

General Responsibilities

* To supervise and, together with the Council’s Officers, administer the Village & Community Hub and adjoining garden and car park,
* To follow such policies and guidance as may be adopted from time to time by Council.
* To report on its business and on significant matters within its remit to Council as necessary.

Duties

* To review and report to Council on issues relating to the Village & Community Hall.
* To ensure proper management of the Village & Community Hall
* To inspect (for general and insurance purposes) equipment (other than office equipment) under the management of the Parish and to keep it in good order.

* To deal with issues within its remit.

Delegated power

The Chairman of the committee (or other member of the Committee) in conjunction with the Responsible Financial Officer, is permitted to authorise expenditure up to the precepted amount for the budget heading concerned.

Membership

A maximum of 8 members – 6 Councillors plus the Chairman and Vice Chairman of Council.

Quorum

3 members including the Chairman and Vice-Chairman of the Council attending *ex officio*.