



BIRSTALL PARISH COUNCIL COMMITTEE TERMS OF REFERENCE

The Parish Council's Committee Terms of Reference were adopted at a Council meeting held on:
14 September 2020

NOTE:

**THE ITEMS SHOWN IN BOLD AGAINST THE COMMITTEES MENTIONED BELOW ARE
DELEGATED TO THAT COMMITTEE AND THEREFORE DO NOT REQUIRE COUNCIL
APPROVAL**

MANAGEMENT & POLICY COMMITTEE

COMPRISING OF:

CHAIRMAN AND VICE CHAIRMAN OF THE COUNCIL AND THE CHAIRMAN AND VICE CHAIRMAN OF THE COMMITTEES STATED IN STANDING ORDER 4(a).

1. To consider spending proposals from other Committees and make recommendations to Council each December for the budget for the following financial year including the level of precept required.
2. To consider policy proposals or amendments to existing Council policies and make recommendations to the Council.
3. To consider the Terms and Conditions for the employment of staff.
4. To keep under review the Council's procedure documents and to recommend any changes to Council as are considered necessary to reflect legal requirements and Best Practice.
5. To encourage the development of all staff and to consider training requirements.
6. **To deal with and determine grievances under the Council's Grievance Procedure as appropriate.**
7. **To investigate and determine disciplinary matters under the Council's Disciplinary Procedure as appropriate.**
8. To incur expenditure in accordance with the approved budget on the following:
 - a. Salaries
 - b. Pensions
 - c. Training

ESTATES & RECREATION COMMITTEE

COMPRISING OF 10 COUNCILLORS

- 1. To consider requests for the lease and use of land and buildings on all the Council's Recreational and Cemetery Land.**
- 2. To programme repair & maintenance of all recreational and cemetery facilities and recommend spending proposals as specified in item 3.**
- 3. To review fees and charges for all recreational, allotments, cemetery facilities, village hall and Hallam Fields Hall and make recommendations to the Management and Policy Committee by no later than September each year.**
- 4. To submit spending proposals to the Management and Policy Committee for budget purposes for the following financial year by no later than October each year.**
- 5. To incur expenditure in accordance with the approved budget on the following:**
 - a. Repair or maintenance of all recreational, allotment and cemetery sites**
 - b. Repair or maintenance of all Estates Teams equipment and vehicles**
 - c. Repair, maintenance and renewal of the village hall and attached land (to include the Estates Yard, Estates workshop bays and buildings, the day centre, the Parish Council offices, the Robert Dickinson building and Hallam Fields Hall.**

PLANNING COMMITTEE

COMPRISING OF 8 COUNCILLORS

- 1. To consider planning applications received from the Charnwood Borough Council, Leicester City Council and Leicestershire County Council agree the Parish Councils response unless, in the opinion of the Chairman of the Committee (or the Vice-Chairman in his or her absence) an application raises issues which in his or her opinion ought to be considered by full Council.**
- 2. To consider Local Development Framework proposals or consultations and other local authority or central government planning policy proposals or consultations received by the Council and submit recommendations thereon to Council.**
- 3. To consider proposals or consultations from other bodies in relation to highways and submit responses on behalf of the Council.**

EVENTS COMMITTEE

COMPRISING OF 7 COUNCILLORS AND AN UNLIMITED NUMBER OF NON-VOTING, NON-COUNCILLOR CO-OPTES

- 1. To oversee the organisation of the annual Gala, Civic Service, and Christmas Event.**
- 2. To incur Council expenditure within the approved budget, subject to the Committee being required to seek alternative funding were possible.**
- 3. To review fees and charges annually and increase as necessary to ensure the Gala, Civic Service and Christmas Event can proceed.**
- 4. To submit spending proposals to the Management and Policy Committee for budget purposes for the following financial year by not later than October each year.**