Breaston Parish Council
Terms of Reference Environment Committee.

Purpose of the committee
The committee will have delegated powers, under S101 of the Local Government Act 1972, to consider and make observations to the Local Planning Authority on matters of Planning and Environment.

Aims and objectives.
The role of the committee is as follows:
- To receive and make observations on local applications for planning permission.
- To receive and note decisions of the planning authorities in respect of local planning applications.
- To receive and note appeals against refusal of local applications
- To receive and discuss matters relating to enforcement action or breaches of planning regulations
- To observe local public entertainment licence applications
- To observe local street naming proposals.
- To discuss and suggest courses of action relating to appropriate environmental issues
- To receive and note Local, District, County and Regional development plans and policies

The committee will consider and make recommendations to full Council on:
- Any review or amendments of Terms of Reference relevant to this committee.

Meeting arrangements and frequency
Meetings will be held monthly on the Wednesday prior to the full council meeting. Election of the committee chair will be undertaken at the Annual Parish Council meeting. The Clerk or other appropriate officer will record meetings. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.

Quorum
A minimum number of three Committee members are required for decision-making. purposes.

Reporting and accountability
The group will be a sub-committee of the Council and as such will refer any matters to the council that are deemed significant enough to require full council consideration or approval.

Review arrangements
The committee will be a standing committee of the council. The appointment of the committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the committee as required.

Breaston Parish Council

Terms of Reference Finance Committee

Purpose of the committee

The Finance Committee will oversee the administration of all matters relating to council finance, audit and compliance with relevant legislation.

Aims and objectives

The role of the Committee is to consider and approve issues relating to:

- the administration of the council's financial affairs
- fixed assets/asset management
- internal controls including review of effectiveness of internal audit and internal controls
- virements between revenue budgets
- financial terms and conditions relating to council employees
- charges or fees associated with council facilities
- tendering, contract and purchasing arrangements in line with council Financial Regulations
- receipts of committee proposals for inclusion in the forthcoming annual budget
- authorisation for payment of council invoices
- any matters in connection with the Freedom of Information Act

The Committee will consider and make recommendations to the full council on:

- draft of the annual budget and precept amount in time for approval at the full council meeting in January as per council Financial Regulations
- any review or amendments of Financial Regulations, Standing Orders or Terms of Reference relevant to this committee
- any financial borrowing or loans
- any use of financial reserves
- Any review or amendments of Terms of Reference relevant to this committee.

Meeting arrangements and frequency

Meetings will be held monthly on the Wednesday prior to the full council meeting. Election of the committee chair will be undertaken at the annual Parish Council meeting. The Clerk or other appropriate officer will record meetings. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.

Quorum

A minimum number of three Committee members are required for decision-making purposes.

Reporting and accountability

The group will be a sub-committee of the Council and as such will refer all recommendations to the full council.

Review arrangements

The committee will be a standing committee of the council. The appointment of the committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the committee as required.

Breaston Parish Council

Terms of Reference

General Purposes Committee

Purpose of the committee

The General Purposes Committee will oversee the administration of all matters which fall outside of the Finance, Parks & Cemeteries, Highways & Lighting and Environment Committees.

Aims and objectives

The role of the Committee is as follows:

- To oversee management and administration of council events including: The Summer Band Concert; Remembrance Service; Christmas Lights Switch-on; and any other ad-hoc community events i.e. litter picks.
- Christmas Lights
- CCTV
- Parish Walks
- Purchase of equipment i.e. Defibrillator.

The committee will consider and make recommendations to the full Council on:

- Any review or amendments of Terms of Reference relevant to this committee.

The May Day Gala

To oversee management and administration the May Day Gala. The Vice Chair of the committee will have “Gala Chair” status for making bookings etc and will work closely with the Clerk on making the arrangements.

- The booking of all stall holders, entertainers & food stalls. (Clerk)
- To ensure safe working practices and necessary insurance cover and risk assessments for the event (Clerk)
- To organise the running order of the event
- Organise the site layout
- Liaise with the necessary authorities relating to rubbish collection and road closures
- Liaise with neighbouring residents regarding the event.

Meeting arrangements and frequency

Meetings will be held on the Wednesday prior to the full Council Meeting. Election of the committee chair will be undertaken at the Annual Parish Council meeting. The Clerk or other appropriate officer will record meetings. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.

Quorum

A minimum number of three Committee members are required for decision-making purposes.

Reporting and accountability

The group will be a sub-committee of the Council and as such will refer all recommendations to the full council.

Review arrangements

The committee will be a standing committee of the council. The appointment of the committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the committee as required.

Breaston Parish Council

Terms of Reference Highways & Lighting Committee.

Purpose of the committee

The Committee will oversee the administration of all matters relating to highways and street lighting.

Aims and objectives

The role of the committee is as follows:

- To discuss and make necessary observations or representations regarding traffic, transportation, street lighting and highway issues.
- Liaise with all relevant agencies relating to footpaths, street cleaning, bus shelters, parking, verge planting, and drainage.

The committee will consider and make recommendations to full Council on:

- Any review or amendments of Terms of Reference relevant to this committee.

Meeting arrangements and frequency

Meetings will be held monthly on the Wednesday prior to the Full Council Meeting. Election of the committee chair will be undertaken at the Annual Parish Council meeting. The Clerk or other appropriate officer will record meetings. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.

Quorum

A minimum number of three Committee members are required for decision-making purposes.

Reporting and accountability

The group will be a sub-committee of the Council and as such will refer any matters to the council that are deemed significant enough to require full council consideration or approval.

Review arrangements

The committee will be a standing committee of the council. The appointment of the committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the committee as required.

Breaston Parish Council

Terms of Reference

Parks & Cemeteries Committee

Purpose of the committee

The Parks & Cemeteries Committee will oversee the operations and management of council facilities, parks, gardens, the cemetery, St Michael's Churchyard, and all other Parish Council green spaces.

Aims and objectives

The role of the Committee is as follows:

- To oversee management and administration of council parks and gardens: Perks Recreation Ground including the pavilion; St Michael's Churchyard, Duffield Close including Sensory Garden; the Queen Elizabeth II Garden, Centenary Garden & Memorial Garden
- To oversee management and administration of land leased by the Parish Council at Johnson's Meadow
- To oversee the management and administration of Breaston Cemetery and Chapel.
- To ensure safe working practices and risk assessments on all Parish Council land.

The Committee will consider and make recommendations to the full Council on:

- Any review or amendments of Terms of Reference relevant to this committee.

Meeting arrangements and frequency

Meetings will be held on the Wednesday prior to the full Council Meeting. Election of the committee chair will be undertaken at the Annual Parish Council meeting. The Clerk or other appropriate officer will record meetings. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.

Quorum

A minimum number of three Committee members are required for decision-making purposes.

Reporting and accountability

The group will be a sub-committee of the Council and as such will refer all recommendations to the full council.

Review arrangements

The committee will be a standing committee of the council. The appointment of the committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the committee as required.

Breaston Parish Council

Terms of Reference

Perks Sub-Committee

Purpose of the committee

The Perks Sub-Committee will be a working group investigating and making proposals for improvements to Perks Recreation Ground.

Aims and objectives.

The role of the Committee is as follows:

- To investigate possible improvements
- To gather information and feedback to the Full Council via the Parks & Cemeteries Committee.
- To consult residents and the Public on what is desired on Perks Recreation Ground
- To make applications for funding to outside organisations
- To oversee any works once a plan is formulated and agreed.

The Committee will consider and make recommendations to the full Council on:

- Any review or amendments of Terms of Reference relevant to this committee.

Meeting arrangements and frequency

Meetings will be held on an ad hoc basis. Election of the committee chair will be undertaken at the first sub-committee meeting. The Clerk or other appropriate officer will record meetings. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.

Quorum

A minimum number of three Committee members are required for decision-making purposes.

Reporting and accountability

The group will be a sub-committee of the Council and as such will refer all recommendations to the full council via the Parks & Cemeteries Committee.

Review arrangements

The committee will be a standing committee of the council. The appointment of the committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the committee as required.