

KESSINGLAND PARISH COUNCIL



TERMS OF REFERENCE FOR PARISH COUNCIL WORKING GROUPS FOR 2018/19

A FINANCE WORKING GROUP

Membership

1. The Chairman, Vice-Chairman and one other Councillor.

Terms of Reference

2. To monitor Council expenditure, review Council bank reconciliation and to prepare and implement a 3 year Financial Plan for the Parish Council.
3. Its responsibility will be to meet quarterly. In October of each year it will meet to discuss the Council Budget and the Annual Precept for the next financial year and will present its recommendations to Full Council.
4. To ensure compliance with the Council's Financial Regulations.
5. To ensure compliance with Internal and External Audits.
6. To review the Council's Asset Register.
7. To review the Council's insurance cover.

B EMERGENCY PLANNING

1. For those Members of the Parish Council who are part of this group, their responsibilities are as determined by the Emergency Plan and Protocol Document.

C HERITAGE

1. To identify any building or village asset that can be designated a non-heritage asset as determined by The National Planning Policy Framework (paragraphs 126 – 141), that Waveney District Council (WDC) considers to fulfil the criteria for local listing.
2. In conjunction with WDC maintain and periodically review a list of historic/ heritage assets within Kessingland, in order to protect heritage assets in the village in accordance with WDC Policy CS17 (see page 13 of Kessingland Neighbourhood Plan).
3. To promote awareness of the historic/.heritage assets in Kessingland.
4. To liaise with and make recommendations to Kessingland Neighbourhood Planning Team and Kessingland Parish Council in respect of any specific heritage assets.

D HIGHWAYS AND FOOTPATHS

1. To liaise with Suffolk County Council over highways, footpaths and traffic management issues.
2. To liaise with Suffolk Constabulary and the Police Community Support Officer (PCSO) for Kessingland in particular over highways, footpaths and traffic management issues.
3. To meet as required and to report to Full Council after each meeting.

E LEISURE & AMENITIES

Maintenance of Open Space and Assets on Parish Council Owned Land

1. To deal with all issues in the community that relate to the Parish Council's assets and areas of open spaces, including allotments and the marshes. To include but not be limited to grounds maintenance and general maintenance of playing fields and open space, bus shelters, litter bins, dog bins, grit bins and benches within the ownership of the Parish Council.
2. The Leisure & Amenities Working Group will have overall responsibility of all village assets. Where any projected expenditure is required, prior approval of the Responsible Finance Officer for the Council is required.
3. To make recommendations to Full Council for any expenditure to be incurred in relation to the maintenance and upkeep of Parish Council assets or for the purchase of any equipment / machinery.
4. To review the provision of the grounds maintenance service, including all contracts and to develop a rolling maintenance programme for the future upkeep of Council assets, including future budgetary estimates.
5. To review any playground / open space safety reports and to recommend proposed courses of action to Full Council.
6. To undertake research and investigate opportunities for obtaining grants for improving / extending leisure and amenities projects, whether led by the Parish Council in jointly with other bodies.

Allotments

7. The Councillor designated to carry out the administrative role in respect of the Council's allotments will be responsible for ensuring that the Council's allotments are fully utilised and maintain a record of allotments and allotment holders. S/he will advise the Parish Clerk of those allotment holders who are not complying with the terms and conditions of their rental.
8. Any action that needs suspension or eviction of an allotment holder will not be taken until Full Council has been made aware of the circumstances, and it will be the Full Council that will make the final decision.

Kessingland Beach

To keep an overview of Kessingland Beach and Promenade area through the activities of the Beach Warden(s) and to report the need for any works to Waveney District Council / Waveney Norse, the Environment Agency or other relevant body, as appropriate.

Meetings

9. This Group will meet as and when required, and report and make recommendations to Full Council after each meeting.

F PERSONNEL

Purpose

This Working Group is appointed to oversee all staffing matters, subject to budget and expenditure limits set by the Parish Council.

Membership

1. The Committee will be comprised of 5 Members.
2. The Membership of the Committee is established annually at the Annual Parish Council Meeting or when necessary at a Council meeting.

Quorum

3. The Committee will meet at least once a year and the quorum shall be 3 Members.
4. Meetings will be held without the presence of the press and public due to the personal nature of the business to be transacted.

Powers and Responsibilities

5. To establish and keep under review the staffing structure.
6. To draft, implement, review, monitor and revise policies for staff and to make recommendations to the Parish Council for their adoption.
7. To review salary pay scales for all categories of staff.
8. To oversee the recruitment and appointment process of staff and to make recommendations to the Council on the process to be followed.
9. The development / review / negotiation of contracts of employment with staff.
10. To establish and review performance management (including appraisals) and staff training programmes for staff.
11. To deal with any employee disciplinary matter in accordance with the Council's Disciplinary Procedures. Any investigation which could result in the dismissal of a member of staff must be referred to Full Council.
12. To keep under review staff working conditions and health and safety matters.

13. To monitor and address regular or sustained staff absence.
14. To make recommendations on staffing related expenditure to the Finance Working Group and the Parish Council.
15. To deal with any employee grievance in accordance with the Council's Grievance Procedure.
16. The Chair of the Personnel Working Group to supervise and performance manage the Clerk's work, to administer his / her leave requests, record and monitor his / her absence and to keep the Personnel Working Group updated on these issues.

Confidentiality

17. All Members must preserve confidentiality for all individual staffing matters pertaining to the business of the Committee.
18. All Members must adhere to the Data Protection Act 1998 in the course of their duties.