

1. INTRODUCTION

- 1.1 Parish Councils can delegate functions and decisions to a committee, sub-committee, working party, Officer, or another local authority, but not to individual Councillors. Councils have legal powers to undertake certain activities and decisions that are made and required to be within the boundaries of these powers.
- 1.2 Any delegation to a committee, sub-committee, working party or officer should identify the nature and extent of the responsibility or decision making. A Parish Council can arrange for the discharge of part, or all, of their functions (except in respect of levying the precept) to committees, sub-committees, and officers. Such arrangements require certain decisions to be referred to, or made by, Full Council.
- 1.3 This document sets out the Terms of Reference for the following committees: Full Council, Finance and General Purposes, Burials and Cemetery Management, Staffing and Play Area and Recreation with reference to the three charities the Council is sole trust.
- 1.4 The Terms of Reference have been approved by Full Council. If a subcommittee/working group is appointed, the committee can determine the Terms of Reference for the sub-committee/working group. However, it cannot confer responsibilities that are not within the committee's Terms of Reference.
- 1.5 The Terms of Reference set out the parameters within which authority is delegated to committees, sub-committees, working groups and officers and specifies how they are accountable.
- 1.6 It is good practice that Terms of Reference are made available to councillors and the public. Clear Terms of Reference provide assurance to the public that the Council is operating in a transparent manner and within an appropriate Governance Framework.
- 1.7 The membership of each Committee is established at the Annual Full Council meeting, with councillors putting forward which committees they would like to serve. Any requested variances to this Committee membership must be agreed at Full Council. Any new councillors who join the Council part-way through the administrative year must request membership of specific Committee(s), with this to be agreed at Full Council.
- 1.8 A minimum of 4 members should sit on a committee, to ensure that it can always be quorate (there must be 3 members in attendance for it to be quorate). Large committees become cumbersome and hard to manage. Smaller sub committees work more effective and efficient.
- 1.9 Chair and Vice Chairs of Committees should undertake training in relation to the role i.e. in management of Council meetings. This can either be via an organised WALC course or via bespoke training which can be arranged with the Clerk.
- 1.10 Working Parties are created at the time of generation as potentially not required for long periods.

2.0 FINANCE AND GENERAL PURPOSES COMMITTEE

All process and procedure to follow our Financial Regulations – effected and reviewed annually

- 2.1 To oversee and advise Full Council on all matters relating to financial and risk management.
- 2.2 To approve the minutes of the previous Committee meeting.
- 2.3 To recommend an annual Council/committee budget by the January Council meeting based on budgets submitted from each spending committee.
- 2.4 To recommend to Full Council an annual precept based on 2.3 above.
- 2.5 To review the annual accounts of the Council in preparation for their annual external audit.
- 2.6 To conduct an annual review of the effectiveness of internal audit, in conjunction with the Responsible Financial Officer and Clerk if issues arise through audit process.
- 2.7 To be vigilant for evidence of fraud and to ensure that operational systems are such that the likelihood of fraud is minimised and transparent enough to ensure that fraud is readily detected.
- 2.8 To ensure that appropriate up to date records are kept of all assets and that they are adequately controlled.
- 2.9 To ensure monthly Income & Expenditure reports (expenditure against budgets) are submitted to the full Council.
- 3.0 To ensure review and approval of a monthly list of income and expenditure payments are sent to Full Council.
- 3.1 To ensure the following policies are relevant and ratified by Full Council.
 - Pursuing non-payment of debt policy
 - Investment Strategy Policy
 - Anti-Fraud and Corruption Policy
 - Finance Risk Assessment Register
 - Financial Procedure Manual
 - Risk Management Scheme
 - Financial Regulations
 - Financial Regulations Appendix A
 - Financial Procedures Manual
- 3.2 To be transparent in its actions and include all items of expenditure over £500 on our website (with the exception of staffing) – Quarterly updates.
- 3.3 To produce budgetary control sheets to all expending committees.
- 3.4 The Responsible Finance Officer (RFO) shall be responsible for the banking mandates and approval through Council.
- 3.5 Cheque signatories to be reviewed annually at our Annual Council meeting.

4.0 STAFFING COMMITTEE

- 4.0 Committee to meet twice a year unless an urgent matter arises.
- 4.1 To approve the minutes of the previous meetings in line with Standing Orders.
- 4.2 All minutes to be ratified at full council removing any items that are sensitive and/or refer to an individual staff member or situation. This information is not in the public interest or domain.
- 5.4 To ensure the Council complies with all legislative requirements relating to the employment of staff.
- 5.5 A maximum of 5 serving councillors on this committee. This committee is not open to attend by any other Councillor outside the committee structure.
- 5.6 Any Councillor who has been named in a dispute with a member of staff is not permitted to sit on this committee during the working life of the said employee.
- 5.7 To review on an annual basis, feedback from the Clerk in conjunction with the Council's HR Advisor, on all policies that relate to staff employment and make recommendations ratified at Full Council.
- 5.8 To support the Clerk in annual review of all staff appraisals, from a paperwork, advisory point of view, no attendance by a Councillor is required for appraisals unless the Clerk requests.
- 5.9 To appoint councillors from the committee to aid recruitment when required.
- 5.10 To appoint at the Annual Council meeting two councillors to sit on the Disciplinary and Grievance Panel and two councillors on the Appeals Panel.
- 4.7 To appoint the Chairman of the Staffing Committee to undertake the Clerk's annual appraisal and mid-term if required. The appraisal shall be reported in writing, reviewed by a suitable qualified member of the Staffing Committee and is subject to approval by resolution by the Staffing Committee.
- 4.8 The Staffing Committee Chair, in conjunction with the Chair of the Council and Vice Chair of Council, shall be notified of the Clerks sick leave and annual leave and the Clerk shall approve all staffs sick and annual leave providing reports on a six-month basis to the committee.
- 4.9 The Clerk will provide written reports on the annual reviews to include Government increase and spinal column changes. This to be ratified at the next meeting of the Council in the form of minute approval and ratification. This forms part of our internal audit.
- 4.10 The Clerk is solely responsible for staffing and any issues should be referred to herself in the first instance or if the matter is referencing the Clerk, to the Chair of Staffing.
- 4.11 The Clerk will ensure the contracts of employment, sickness, health and well-being, payroll, training and standards are maintained to the highest of standards at all times.
- 4.12 No Councillor is permitted to instruct a member of staff to carry out a specific task above their normal day to day responsibilities unless the Clerk is aware.
- 4.13 The Clerk is responsible for the changing of roles and responsibilities to meet the needs of the Council and will consider all actions in reports, re-organisation, and consultation with the staffing committee and finally Council.
- 4.14 Payroll is managed by the Responsible Finance Officer (RFO) with support from the Clerk.
- 4.15 Training is managed by the Clerk of the Council with support from the Deputy Clerk in conjunction with the individual employees and reviewed in line with their annual appraisals.

5.0 BURIALS AND CEMETERY MANAGEMENT

- 5.1 Committee to meet twice a year unless an urgent matter arises, in which case this can be dealt with at the full council meeting.
- 5.2 To approve the minutes of the previous meetings in line with Standing Orders and to adhere to Financial Regulations in line with any expenditure.
- 5.3 All minutes to be ratified by full council.
- 5.4 To consider annual review of the pricing structure for the burial ground known as Purton Cemetery.
- 5.5 Ensure the Cemetery Regulations meet national standards, compliant with burial law and meet the needs of our cemetery structure, capabilities, and grounds management, reviewable annually.
- 5.6 Keep abreast of legislation.
- 5.7 Budget annually for maintenance and upkeep, enhancements and any changes required and present to the Finance and General Purposes committee for inclusion and ratification by full Council.
- 5.8 Ensure office-based staff are trained to administer the burials through the office. The Clerk is the only authorised officer to sign documentation on behalf of the Council with governing bodies.
- 5.9 Ensure all grounds staff are suitably trained and confident in their ability to manage interments, attend burials and maintain the grounds.
- 5.10 The Chair of Burials and the Clerk to act as required on urgent Health and Safety matters without consultation with the committee to ensure the protection of graves, attendees, and property.
- 5.11 A minimum of five yearly memorial testing in line with the Memorial Management Policy, however regular visual tests are required.
- 5.12 Review of the Management Memorial Policy every five years unless a change in legislation is required.
- 5.13 Liaise with the relevant bodies, which includes St Marys Church and the Bristol Diocese, Funeral Directors, Grave Diggers, and relevant service providers to ensure accurate data and information is provided to manage our cemeteries lawfully.
- 5.14 Allow the Chair and Clerk to give slight amendments to our standard memorial applications for children should they arise.
- 5.15 The Clerk has full day to day operational responsibility, utilising additional staff where required.

6.0 PLAY AREAS AND RECREATION COMMITTEE

- 6.1 Committee to meet twice a year unless an urgent matter arises, in which case this can be dealt with at the full council meeting.
- 6.2 To approve the minutes of the previous meetings in line with Standing Orders.
- 6.3 All minutes to be ratified by full council.
- 6.4 To keep abreast of all legislation in relation to Play Parks and Open Spaces.
- 6.5 Weekly maintenance checks by Staff of play parks and open spaces to be recorded, kept and given to the office.
- 6.6 Removal of all rubbish. Recycling option at all areas.
- 6.7 Annual inspections by outside company of all play park equipment.
- 6.8 Recommend to the Finance and General Purposes Committee meeting annually for maintenance and upkeep, enhancements and any changes required for the yearly budgets.
- 6.9 Ensure all grounds staff are trained and confident in their ability to manage and maintain the areas.
- 6.10 The Clerk/Deputy Clerk has full day to day operational responsibility, utilising additional staff where required. Clerk has financial responsibility within guidelines of budgets and H&S authorisation.
- 6.11 Regularly review with the public on our facilities. Community Engagement.

7. CHARITIES

The Parish Council is sole trustee to three charities:

The Purton War Memorial and Village Centre

The Purton Institute and Village Hall Charity

The Play Close Charity.

All councillors are automatically nominated on election/co-option to this position.

The Charities will hold their own terms of reference.

Date of review	Any amendments	Signed off by
14-2-22	Date of creation of new combined terms of reference	
11-3-24	General review and update, approval at full council	