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## NUTHURST PARISH COUNCIL COMMITTEES TERMS OF REFERENCE

### PLANNING COMMITTEE

Number of Committee members: minimum of 5 plus the Chairman and Vice Chairman of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee

The Chairman of the committee to be elected, as the first item of business, at the first meeting of the committee after the Annual Meeting of the Parish Council

Dates of Meetings: Third Wednesday of each month to consider planning applications subject to applications received from Horsham District Council (with additional meetings as required to meet Local Planning Authority deadlines)

Place and Time of Meetings: to be held at Mannings Heath Village Hall, Golding Lane, Mannings Heath or St Andrews School, Nuthurst Street, Nuthurst, commencing at 7.30pm

### Roles and functions:

- To make comments to the Local Planning Authority (Horsham District Council) on any applications and amendments to applications that have been notified to the Parish Council in accordance with the Town and Country Planning Act 1990 paragraph 8 schedule 1 and any other planning matters that affect the parish.
- To consider and monitor the implementation of the Parish Neighbourhood Plan ('Made' by Horsham District Council 21<sup>st</sup> October 2015)

- To consider and monitor the implementation of the Parish Design Statement (adopted by Horsham District Council as a supplementary planning document on the 25<sup>th</sup> May 2017).
- To review the Nuthurst Parish Plan (every 6 months)
- Having due regard to the recommendations from the Tree Wardens all planning applications in relation to Tree Preservation Orders and make comments to the Local Planning Authority.
- To seek high standards of planning for all new development within the parish with reference to all appropriate local and statutory planning policies and plans.
- To consider and respond to local Mineral Plan consultations

## **FINANCE COMMITTEE**

Number of Committee members: minimum of 4 plus the Chairman and Vice-Chairman of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee

The Chairman of the committee to be elected, as the first item of business, at the first meeting of the committee after the Annual Meeting of the Parish Council

Meetings to be held in: Mannings Heath Village Hall or St Andrews School, Nuthurst Street, Nuthurst.

### Roles and Functions:

- To hold a budget meeting on the 2<sup>nd</sup> Wednesday in November (annually)
- To recommend to the council in December an annual budget and precept
- To review the Parish Councils Insurance cover for all insured risks (agreement with Came & Co – annual renewal date 1<sup>st</sup> June 2020)
- To regularly monitor income and expenditure and to make recommendations to the council, providing a quarterly report.
- To undertake line management responsibility for the Clerk
- To hold meetings of the Finance Committee quarterly
- Check bank reconciliations quarterly
- For an independent member of the Parish Council (not a signatory) to verify bank reconciliations for all accounts produced by the RFO quarterly.

## **ROADS & FOOTPATH COMMITTEE**

Number of Committee members: minimum of 4 plus the Chairman and Vice Chairman of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee

The Chairman of the committee to be elected, as the first item of business, at the first meeting of the committee after the Annual Meeting of the Parish Council

Meetings to be held in: Mannings Heath Village Hall or St Andrews School, Nuthurst Street, Nuthurst.

#### Roles and Functions

- To make effective representations in respect of all public enquiries and/or meetings in public where appropriate.
- Monitor the general environment of the Parish is so far as is possible and report any maintenance or potential hazards with regard to footpaths and bridleways.
- To participate in Speed Reduction initiatives
- Meetings to be held quarterly

### **OPEN SPACES & GENERAL MAINTENANCE**

Number of Committee members: minimum of 4 plus the Chairman and Vice Chairman of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee

The Chairman of the committee to be elected, as the first item of business, at the first meeting of the committee after the Annual Meeting of the Parish Council

Meetings to be held in: Mannings Heath Village Hall or St Andrews School, Nuthurst Street, Nuthurst.

#### Roles and Functions

- To maintain an overview of the Parish's open spaces, including the local green spaces designated in the Neighbourhood Plan, protect them as amenities for the future and promote their use and enjoyment by the local community.
- To carry out the following specific functions in relation to Mannings Heath Village Green:
  - i) To carry out the annual RoSPA inspection of the children's play equipment
  - ii) To carry out monthly inspections of the children's play equipment and provide a report to the Full Parish Council meeting
  - iii) To carry out annual Risk Assessments of the play equipment and village green
  - iv) To carry out a Tree Report every 18 months and action remedial works
- To consider opportunities to increase the open space available to the community
- To consider and oversee the general maintenance of the physical assets of the Parish Council
- Meetings to be held at least quarterly

## **COMMUNITY RESILIENCE COMMITTEE**

Number of Committee members: minimum of 3 plus the Chairman and Vice Chairman of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee

The Chairman of the committee to be elected, as the first item of business, at the first meeting of the committee after the Annual Meeting of the Parish Council

Meetings to be held in: Mannings Heath Village Hall or St Andrews School, Nuthurst Street, Nuthurst.

### **Roles and Functions**

- To update the Community Resilience Report annually
- To meet at least once a year

## **COMPLAINTS COMMITTEE**

Number of Committee members: minimum of 3 plus the Chairman and Vice Chairman of the of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee

The Chairman of the committee to be elected, as the first item of business, at the first meeting of the committee after the Annual Meeting of the Parish Council

Meetings to be held in: Mannings Heath Village Hall or St Andrews School, Nuthurst Street, Nuthurst.

### **Roles and Functions**

- To handle complaints
- To meet when required

## **STAFFING COMMITTEE**

Number of Committee members: minimum of 2 plus the Chairman and Vice Chairman of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee

The Chairman of the committee to be elected, as the first item of business, at the first meeting of the committee after the Annual Meeting of the Parish Council

Meetings to be held in: Mannings Heath Village Hall or St Andrews School, Nuthurst Street, Nuthurst.

Roles and Functions

- To resolve staffing issues
- To meet when required