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## NUTHURST PARISH COUNCIL COMMITTEES TERMS OF REFERENCE

Date Adopted	Minute Number	Review Date
May 2019	012-19/20	May 2020
May 2020	018-20/21	May 2021
May 2021	010-21/22	June 2021
June 2021	058-21/22	June 2022
June 2022		

### **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:** First Thursday 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 Copsale Hall, Bar Lane, Copsale RH13 6QT nings Heath or St Andrews School, Nuthurst Street, Nuthurst, commencing at 7.30pm

### **Roles and functions:**

- To make representations 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 Parish Neighbourhood Plan (‘Made’ by Horsham District Council 21<sup>st</sup> October 2015)
- To consider and monitor 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)
- Delegate to the Tree Wardens all planning applications in relation to Tree Preservation Orders and to make comment to the Local Planning Authority on all applications having due regard to the recommendations from the Tree Wardens.
- 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

**The Planning Committee has delegated powers** (Standing Order 5.k.v)

Where planning deadlines must be met outside meeting dates, councillors will meet electronically. The Chairman of the Planning Committee to confirm the decision and the Clerk to inform Horsham District Council Planning Department.

**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: Copsale Hall, Bar Lane, Copsale RH1 6QT, commencing 8.00pm

Roles and Functions:

- To hold a budget meeting in November (annually)
- To recommend to the council 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)
- To regularly monitor income and expenditure and to make recommendations to the council
- To undertake line management responsibility for the Clerk
- To hold meetings of the Finance Committee quarterly
- Check bank reconciliations quarterly

## **ROADS & FOOTPATH COMMITTEE**

Number of Committee members: minimum of 4 plus the 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: Copsale Hall, Bar Lane, Copsale RH1 6QT, commencing 8.00pm

### **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 COMMITTEE**

Number of Committee members: minimum of 4 plus the 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: Copsale Hall, Bar Lane, Copsale RH1 6QT, commencing 8.00pm

### **Roles and Functions**

- To maintain, manage and improve Mannings Heath Village Green
- To carry out the annual RoSPA inspection of the children's play equipment
- To carryout monthly inspections of the children's play equipment and provide a report to the Full Parish Council meeting
- To carry out annual Risk Assessments of the play equipment and village green
- To carry out a Tree Report every 18 months and action remedial works
- Meetings to be held quarterly

## **COMMUNITY RESILIENCE COMMITTEE**

Number of Committee members: minimum of 3 plus the 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: Copsale Hall, Bar Lane, Copsale RH1 6QT, commencing 8.00pm

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: Copsale Hall, Bar Lane, Copsale RH1 6QT

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: Copsale Hall, Bar Lane, Copsale RH1 6QT

Roles and Functions

- To resolve staffing issues
- To meet when required