

## **HENFIELD PARISH COUNCIL**

### **Terms of Reference of Committees**

#### **Plans Advisory Committee**

- a) The making of representations to the local planning authority on applications for planning permission notified in accordance with the Local Government Act 1972 Section 20 Schedule 16.
- b) The making of representations in respect of appeals against the refusal of planning permission.
- c) The making of recommendations regarding street naming.
- d) To consider and monitor the draft Local Plan and other development plans and the making of all appropriate representations.
- e) The making of representations on all applications relating to liquor licensing, subject to approval by Council.
- f) The making of representations on all applications for Public Entertainment's Licences.
- g) The making of representations to the appropriate planning authority in respect of other planning matters, not otherwise referred to in the previous clauses.
- h) The making of representations on all applications relating to pharmacies, subject to approval by Council.

#### **Lighting & Open Spaces Committee**

- a) Dealing with the provision, maintenance and management of:-
  - i) any land in the ownership of or managed by the Parish Council as Trustees except the Cemetery land;
  - ii) any buildings of a recreational or leisure nature including the making of recommendations annually to the Finance & General Purposes Committee of rents and charges;
  - iii) playground equipment belonging to the Parish Council;
  - iv) public seats;
  - v) hanging baskets and flower tubs;

- vi) trees;
- vii) bus shelter and public notice board;
- viii) contracts, agreements and licences relating to the above.
- b) To take effective measures concerning the fouling of dogs of recreation/sports grounds controlled by the Council.
- c) To ensure that all footpaths and bridleways within the parish remain passable, working in conjunction with West Sussex County Council.
- d) To continue the policy of maintaining local street lighting, including the policy of upgrading lighting to a standard where it can be taken over by the West Sussex County Council where desirable.
- e) To employ a footway sweeper and litter pickers for the village.
- f) To maintain and manage the public convenience and bus shelter.
- g) To consider and recommend to the Finance & General Purposes Committee the precept for the next financial year.
- h) To oversee the provision, maintenance and management of public allotments (when provided).

### **Cemetery Committee**

- a) Dealing with the provision, maintenance and management of the Cemetery and to comply with the terms of the Burial Act.
- b) To maintain proper books and records in connection with burials.
- c) To consider and recommend to the Finance & General Purposes Committee the precept for the next financial year.
- d) To manage the area of land set aside as an extension to the existing Cemetery.

### **Museum Committee**

- a) Dealing with the provision, maintenance and management of the Council's Museum and its contents including the maintenance of proper books in accordance with the rules and regulations laid down by the Museum & Galleries Commission.
- b) To consider and recommend to the Finance & General Purposes Committee the precept for the next financial year.

## **Finance & General Purposes Committee**

- a) The making of recommendations to Full Council in respect of:-
  - i) the appointment to and Constitution of Committees;
  - ii) Standing Orders and the functions of Committees and Sub-Committees;
  - iii) dates of meetings of Council;
  - iv) appointments or nominations by the Council of persons to fill vacancies on outside bodies arising during the Council year;
  - v) filling of vacancy occurring on any committee of the Council during the Council year;
  - vi) to oversee all issues relating to Council employees including making recommendations to full Council in respect of the appointment and dismissal of the Parish Clerk;
  - vii) dealing with all matters relating to the general day to day administration of the Council;
  - viii) dealing with matters specifically referred by the Council or any committee and with all matters not specifically referred to or delegated to any other committee;
  - ix) dealing with the terms and conditions of service of the Council's staff and making appropriate recommendations relying on the National Association of Local Councils where appropriate;
  - x) any legal agreement that Council might enter into.
- b) The making of appropriate recommendations in respect of community and other grants from the Council's revenue and capital fund.
- c) To receive the budget recommendations of committees and recommend to the Council the precept for the next financial year.
- d) To monitor the availability of Section 106 Funds and to respond on behalf of Council to non Council applications for S.106 Funding.
- e) To manage the provision of training of Councillors.
- f) Responsibility for the overall management and content of the Parish Council's website.

*(last amended – 15<sup>th</sup> February 2011)*