



## Discussion paper for Committee Structure

Proposed Meeting Months	
Month	Committee / Council
May	Annual meeting of full council
June	Both committees, for induction
July	Full council
August	No scheduled meeting
September	A – Land Management
October	Full council
November	B - Governance
December	Full council
January	A – Land Management
February	Full council
March	B – Governance
April	Full Council

Committee A: Community / Land / Events	
Allotments	
Pocket Parks	
Play areas	
Fun field	
Litter Pick	
Village Festivals	
Conservation & tree warden	
Rights of Way	
Churchyard	
Committee B: Governance	
Finance	
Governance policies	
Cemetery	
Planning	
Assets	
Highways	
Street lighting	
Emergency Planning, flood & drainage	
Alms Houses	
Warmington Charities	
Village Hall	
E-Councillor	
Staffing Matters	

1. Committees to be serviced by clerk
2. Delegated powers subject to elected parish council members only being able to vote in certain instances
3. Ability to co-opt and set-up whatever task groups / sub-committees may be required
4. Quorum – minimum 3 members
5. Committee members to decide on chairman
6. Public meetings, with full lawful agendas and minutes
7. Decision making powers
8. Maximum 10 members per committee

### Delegated powers to Proper Officer (the clerk):

1. Payment of invoices, authorised by two signatories or online authorisers, for ratification at next meeting of full council.
2. Distribution of planning applications to members; receiving and collating responses
3. Calling extra-ordinary full council meetings in case of planning applications for discussion

## Individual member areas of responsibility

Land Management Committee	
Allotments	Liaise with clerk re allotment contracts & rents. Ensure general everyday management of the allotments. Liaise with holders to ensure allotment rules adhered to.
Pocket Parks	Ensure general everyday management of the pocket parks; ensure necessary insurance & public liability precautions are complied with to safeguard the public using the areas.
Play areas	Ensure general everyday management of the play area; ensure necessary insurance & public liability precautions are complied with to safeguard the public using the area. Ensure all recommended improvements are carried out.
Fun field	Ensure general everyday management of the Fun Field; ensure necessary insurance & public liability precautions are complied with to safeguard the public using the area. Ensure all recommended improvements are carried out.
Litter Pick	Arrange annual litter pick, ensuring safety of volunteers taking part by means of risk assessment. Make arrangements to hire equipment from East Northamptonshire Council.
Village Festivals	Lead on management of fireworks festival and other parish celebrations
Conservation & tree warden	Liaise with tree officer at Northamptonshire County Council and the parish council clerk.
Rights of Way	Liaise with highways RoW department at Northamptonshire County Council and the parish council clerk.
Churchyard	Ensure churchyard is maintained to an acceptable standard. Ensure safety of the public using the area.

Statutory and Governance Committee	
Finance	Oversee financial activities and lead on budget preparation, liaising with the community and land committee as necessary. Ensure compliance with statutory requirements. Internal check of accounts and recommend budgets virement as necessary.
Governance policies	Ensure existing policies are up to date and fit for purpose. Recommend additional policies or changes to existing ones for consideration by full council
Cemetery	To ensure compliance with statutory obligations and existing standing orders. Recommend changes to fee structure or cemetery rules.
Planning	To ensure proper response to planning applications put before the council for comment.
Assets and insurance	Ensure the asset register is maintained up to date with full insurance cover as necessary.
Highways	Liaise with Northamptonshire County Council's highways contractor, ensuring the clerk is kept advised.
Street lighting	Report any street lighting issues to the clerk.
Training	Ensure full utilisation of all training on offer for members. Consider in house or shared training opportunities and make recommendations as necessary.
Emergency Planning, flood & drainage	To liaise with Northamptonshire County Council to ensure public safety and resilience by means of a robust emergency plan, flood resilience and flood store
Alms Houses	
Warmington Charities	
Village Hall	Represent the parish council and wider public interest on the village hall committee.
E-Councillor	Liaise with the clerk on matters concerning the village website, social media and other forms of electronic communication. Help promote the use of e-communications in the wider community
Staffing matters	Ensure a system of appraisal, grievance and disciplinary procedure.

## Land Management Committee – Terms of Reference

The committee is established to manage, maintain and improve the allotments, sports and recreational facilities on behalf of Warmington Parish Council and this shall include the following responsibilities:

1. To keep under review the provision of allotments, sports and recreational facilities, and festivals, including but not limited to the Fun Field, play area and pocket parks, for the residents of Warmington.
2. To put forward to the Parish Council (and as necessary the governance committee) proposals for any improvements, developments of capital expenditure for the following financial year.
3. To safeguard all users of the sports and recreational areas at all times by ensuring health and safety measures are in place and areas routinely and regularly checked, and those inspections accordingly documented.
4. To organise festivals for the benefit of the residents of Warmington on a regular or an ad-hoc basis.
5. To organise a litter pick each spring to involve parish residents for the purpose of collecting litter using equipment borrowed from East Northamptonshire Council.
6. To manage a list of residents in Warmington and elsewhere who are waiting for a tenancy of an allotment garden. Priority is always in favour of residents of the parish.
7. To lead on and approve tenders for all aspects of maintenance and ground works in accordance with Warmington Parish Council's financial regulations
8. To manage the use of the Fun Field by sports clubs in Warmington and elsewhere.
9. To advise Warmington Parish Council of the impact of proposals by owners or occupiers of land that may affect its allotments, sports and recreational facilities.
10. To make recommendations to Warmington Parish Council about the level of the annual rents for allotments and other fees for use of sports and recreational facilities.
11. Expenditure will be within predetermined budgets. Any expenditure in excess of the budgeted amounts must be approved by full council in advance of procurement unless of such importance the clerk will authorise payment under de minimus arrangements in the council's financial regulations.
12. To review and recommend byelaws for Warmington Parish Council's allotments, parks and playing fields.
13. To work in partnership with appropriate funding bodies to improve and recreational facilities as necessary.
14. To prepare an annual report to summarise the work undertaken in exercise of its delegated powers for consideration by Warmington Parish Council.
15. Maximum of 10 people on the committee
16. Non-elected members can be co-opted to the committee
17. Non-elected members of the committee will have voting rights, except in certain circumstances disallowed by statute.
18. Any decisions taken at a meeting where there are fewer than 3 elected members will be subject to ratification by full council.
19. All decisions taken by the committee will be executed by the clerk to the parish council.
20. All laws, codes of conduct and best working practices pertaining to parish councils will prevail at all times.
21. All decisions taken by the committee will be executed by the clerk to the parish council.

## Statutory and Governance Committee – Terms of Reference

The committee is established to manage, maintain and improve the allotments, sports and recreational facilities on behalf of Warmington Parish Council and this shall include the following responsibilities:

1. To keep under review the expenditure against budget of the parish council.
2. To ensure that the parish council only acts within its statutory powers and adheres to all current regulations
3. To ensure quarterly financial reports of expenditure against budget are presented to full council meetings and that any vired budgetary allocations are approved by full council.
4. To safeguard all parish council assets by ensuring that they are adequately insured, inspected and maintained, including street lighting and public lighting.
5. To ensure public safety and resilience by means of a robust emergency plan, flood resilience and flood store.
6. To ensure public safety by means of robust and regular inspection of any items of potential risk. Maintain a risk assessment register of areas of physical risk.

7. To ensure members are properly and adequately kept informed of changes in legislation and statutory obligations, by means of external training as appropriate.
8. Ensure the council's employment practices are robust and constantly current.
9. Non-elected members can be co-opted to the committee
10. Non-elected members of the committee will not have voting rights.
11. In order for a meeting to be quorate, there must be 3 elected members present.
12. All laws, codes of conduct and best working practices pertaining to parish councils will prevail at all times.
13. All decisions taken by the committee will be executed by the clerk to the parish council.
14. Maximum of 10 people on the committee