

# LUDGVAN PARISH COUNCIL

## ACCOUNTS & AUDIT WORKING PARTY:

### *TERMS OF REFERENCE:*

The Working Party will meet as and when required and its membership and terms of reference will be reviewed at each Annual Meeting of the Council.

Its duties and responsibilities will encompass the following:

1. To review and make recommendations to Council in respect of the charges made for Council services.
2. To formulate budget proposals by the end of November each year to allow Council to set the Precept.
3. To make recommendations in respect of the appointment of the Council's internal auditor.
4. To assess the impact on legislative changes affecting local government finance and report back to Council.
5. To review the councils risk assessment and Health & Safety Policy Statement on an annual basis and report back to Council.
6. To review and advise the Council on the adequacy of insurance cover and the sums insured.

# LUDGVAN PARISH COUNCIL

## EMPLOYMENT COMMITTEE:

### *TERMS OF REFERENCE:*

The Committee will meet as and when required and its membership and terms of reference will be reviewed at each Annual Meeting of the Council.

Its duties and responsibilities will encompass the following:

1. To act as the Council's Disciplinary Panel
2. To act as the Council's Grievance Panel
3. To assess and report to Council, with recommendations, as appropriate, in respect of any employment or employment law related issue that may arise which affects the Council or its employees.

# **LUDGVAN PARISH COUNCIL**

## **ALLOTMENT WORKING PARTY**

### **TERMS OF REFERENCE**

#### **GENERAL:**

- To act as a consultative and advisory body to the Parish Council on any matter affecting the provision of allotments in the Parish.

#### **SPECIFIC:**

- To review the tenancy agreement currently in place in the light of current best practice and make recommendations to the Parish Council regarding any changes that may be considered necessary.
- To develop policies in respect of those tenancy agreement clauses that may require interpretation and submit them to the Parish Council for adoption.
- To develop any other policies that are required and submit them to the Parish Council for adoption.
- To assess any maintenance requirements at the allotment sites and to produce an annual maintenance programme for the Parish Council to consider.
- To comment on any proposed rent increases proposed by the Parish Council.
- To act as arbiter, in the first instance, if there are disputes between tenants that have not been resolved by mediation. The Parish Council would act as an Appeal Body in these instances.
- To assess the impact of new legislation, Government or Cornwall Council policies that may impact on the provision of allotments in the Parish and make recommendations to the Parish Council as appropriate.
- To develop an inspection regime with associated remedial actions to ensure that plots are well maintained.
- To investigate and implement best practice where applicable and appropriate.

# **LUDGVAN PARISH COUNCIL - ROADS COMMITTEE**

## **TERMS OF REFERENCE**

### **1. PREAMBLE**

In any instance where these Terms of Reference are silent the Council's Standing Orders & Financial Regulations will apply.

### **2. MEMBERSHIP**

The Committee will consist of:

All Councillors;

No Non Councillors to be appointed.

### **3. CHAIR**

A Chair and Vice Chair should be elected at the first meeting.

### **4. VOTING RIGHTS**

Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

**If non-councillors are appointed they will not be able to vote.**

### **5. MEETINGS**

The conduct of meetings will be governed by the Standing Orders of the Council other than:

- a. meetings will be held as and when required;
- b. requests for extraordinary meetings will be dealt with by the Committee Chair in line with the relevant Standing Orders;
- c. the public participation period shall be 15 minutes at the start of the meeting (if required);
- d. individual members of the public will be limited to 5 minutes each;

### **6. DELEGATED POWERS**

- a. To examine issues, evidence and consultations relating to the A30 Highway and recommend policies, priorities and courses of action to Council;
- b. To pursue those policies and priorities as directed by Council;
- c. To examine issues, evidence and consultations relating to the other Highways in the Parish and recommend policies, priorities and courses of action to Council;
- d. To pursue those policies and priorities as directed by Council;

**LUDEVAN PARISH COUNCIL - NEIGHBOURHOOD  
DEVELOPMENT PLAN COMMITTEE**

**TERMS OF REFERENCE**

**1. PREAMBLE**

In any instance where these Terms of Reference are silent the Council's Standing Orders will apply.

The Committee will sit until the Neighbourhood Development Plan (NDP) has gone to referendum after which the Committee will be disbanded.

**2. MEMBERSHIP**

The Committee will consist of:

- 5 Councillors appointed by Council;
- 7 Non Councillors appointed by co-option.

**3. CHAIR**

A Chair and Vice Chair should be elected at the first meeting, they need not be Councillors.

**4. TERM OF OFFICE**

Councillors appointed to the Committee will only be re-appointed at the Annual Meeting following an election, or as required should there be resignations.

Non Councillors will sit on the Committee until it is disbanded.

**5. VOTING RIGHTS**

Decisions should, whenever possible, be made by consensus, if that is not possible and a vote is required only Councillors may vote as by virtue of s.13(1) and (7) of the Local Government and Housing Act 1989, non-councillor members of committees and sub-committees do not have voting rights.

In the event of a tied vote the matter will be referred to Full Council.

**6. DELEGATED POWERS**

The powers delegated to the Committee are as follows:

- a) to recommend to Council a Project Plan to deliver the NDP by the end of 2017 giving due regard to the work already undertaken;
- b) to engage with the public, relevant experts and other interested parties as necessary to ensure that the NDP is delivered in accordance with the agreed Project Plan;
- c) to recommend to Council draft policies for inclusion in the NDP;
- d) to draft a NDP and all required supporting documentation that will meet both the Basic Conditions and Legal Requirements as set out in Legislation for approval by Council prior to submission;
- e) to submit grant claims to support NDP activities;
- f) to approve expenditure from the NDP budget provided by Council;
- g) to set up and receive reports from any Advisory Working Parties deemed necessary to deliver the NDP.

## **7. ADVISORY WORKING PARTIES**

Advisory Working Parties (AWP's) can be formed to deal with detailed issues. Previously groups dealing with Housing, the Natural Environment & Transport, Roads, Traffic & Infrastructure were in place.

AWP's may consist of Councillors and/or non-Councillors (not necessarily NDP Committee Members) and meet as required. They would have no decision making powers and would report their findings and suggestions to the NDP Committee for approval.

For the avoidance of doubt there is no need for AWP's to meet in public.

## **8. MEETINGS**

The conduct of meetings will be governed by the Standing Orders of the Council other than:

- a. normally meetings will be held at 7pm on the first Tuesday of each month;
- b. the public participation period shall be 10 minutes at the start of the meeting (if required);
- c. individual members of the public will be limited to 2 minutes each;
- d. a quorum (of councillors) shall be 3 and for the meeting as a whole 5;
- e. should the meeting be inquorate in respect of Councillors discussions can be held but any decisions would take the form of recommendations to the next Council meeting.

## **9. MINUTES**

Minutes will be reported to the next meeting of Council and will be approved by vote at the subsequent meeting of the Committee and be published on the Council's website.

## **10. CODE OF CONDUCT**

The Code of Conduct (the Code) applies to all Councillors and it is a requirement, in the interest of transparency, that all non-Councillor Members of the Committee will complete a declaration of interests and will abide by the Code.

Code of Conduct complaints against Councillors will be dealt with by the Monitoring Officer at Cornwall Council.

Complaints against non-Councillors will be dealt with by the Council and could result in the expulsion of the non-Councillor from the Committee.

## **11. RELATIONS WITH THE PRESS & OTHER [INCLUDING SOCIAL] MEDIA**

All media statements must be authorised by full Council and made either by or in the name of the Chair of the Council.

Committee members should not make statements that either purport to be or could be construed as being made on behalf of the Committee or Council.

Failure to comply with these rules may lead to expulsion from the Committee.