

# Tidenham Parish Council

## **REMIT OF COUNCIL, COMMITTEES & SUB-COMMITTEES**

### **1. COUNCIL**

The following matters shall be reserved for decision by the Council itself.

- 1.1 Agreeing and setting the Council's Budgets and the Precept.
- 1.2 Borrowing money.
- 1.3 Making, amending or revoking Standing Orders including Financial Regulations.
- 1.4 Making, amending or revoking Bye Laws.
- 1.5 Making of orders under any statutory powers.
- 1.6 Important matters of principle or policy which have been referred directly by committees or officers.
- 1.7 Prosecution or defence in a court of law.
- 1.8 The approval of a Lottery Scheme.
- 1.9 Nomination or appointment of representatives of the Council on another authority, organisation or body.
- 1.10 New undertakings.
- 1.11 Nominations or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those specific to a committee.
- 1.12 To appoint Council staff including the Proper Officer and Responsible Financial Officer of the Council.

### **2. COMMITTEES AND SUB-COMMITTEES**

Subject to further provisions of these Powers and Duties, Committees shall be empowered to exercise and perform on behalf of and in the name of and without further reference to the Council, all powers and duties of the Council in relation to:-

- 2.1 The matters specified, for Committees in their respective powers and duties, or for Sub-Committees, in their respective minute of appointment or other minute defining their powers.
- 2.2 Those matters which naturally fall within their jurisdiction as indicated by their respective titles and which are not contained in the duties and powers of any other Committee nor reserved for the Council.
- 2.3 Any other matter which may be delegated to it by the Council from time to time.
- 2.4 The acts of Committees and Sub-Committees shall be in accordance with the Standing Orders (including the Financial Regulations) and where applicable other rules, regulations, schemes, statutes, Byelaws or orders made and with any directions given by the Council from time to time.
- 2.5 Whilst not exhaustive, the attached Schedules give examples of the matters delegated to the Committees of the Council, in accordance with the above.

### **3. REMIT OF THE AMENITIES COMMITTEE**

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 3.1 The care and maintenance of lands owned by, or the responsibility of, the Parish Council.
- 3.2 Grass cutting on lands owned by the Parish Council, or the responsibility of the Parish Council, plus the Tidenham Recreation Ground.
- 3.3 Litter collection, in specified areas. Litter collection on certain other specified lands such as the Sedbury & Beachley Village Hall land and the provision of litter bins.
- 3.4 The provision of dog litter bins and service to maintain and empty them.
- 3.5 The provision of allotments off Buttington Road recreation ground in conjunction with the Sedbury and District Leisure Gardeners Association.
- 3.6 The provision of children's play equipment at Tidenham Recreation Ground, Woodcroft play area, Wyebank/Buttington Play Area and Danes Hill.
- 3.7 The provision and maintenance of the skate park and football pitch at Buttington recreation ground.
- 3.8 The provision and maintenance of the adult exercise equipment at Wyebank Road.
- 3.9 The maintenance of the closed churchyards at Beachley, Tidenham and Tutshill.
- 3.10 To bring forward proposals for the ongoing development of these services.
- 3.11 The provision and maintenance of public seating and bus shelters, including those on the highway.
- 3.12 The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
- 3.13 The Committee is empowered to incur expenditure where it has allocated budget provision.
- 3.14 The maintenance of trees on the public highway provided by the council and liaison with other providers regarding their maintenance.

#### **4. REMIT OF THE PLANNING, DEVELOPMENT CONTROL & HIGHWAYS COMMITTEE**

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 4.1 Make observations, to the Planning Authorities on all planning applications received.
- 4.2 Liaise with the Planning Authorities with regard to possible infringements of planning regulations.
- 4.3 Respond to consultations on strategic Spatial and Economic Strategies, the Local Development Framework, County Minerals and Waste Plan, Local Transport Plan and other elements of the Local Development Framework.
- 4.4 The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
- 4.5 The Committee is empowered to incur expenditure where it has an allocated budget provision.
- 4.6 Liaising with the Highway Authorities on all matters relating to the highway, including reporting of potholes, signage faults, dropped kerbs, footway repairs and other maintenance issues.
- 4.7 Promotion of additional highway safety measures such as traffic calming and speed limits.
- 4.8 Liaison with Gloucestershire County Council and Natural England and other relevant bodies with regard to public rights of way, National Trails, Access Land and Coastal Access proposals.

#### **5. REMIT OF THE FINANCE AND PROBITY COMMITTEE**

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 5.1 Financial management including the collation of committee budgets and recommendations to the Council regarding budgets and precept.
- 5.2 Legal Services.
- 5.3 Financial procedures, including Internal and External Audit.
- 5.4 Distribution of the Council's Grants and help to groups with external grant applications
- 5.5 Office services.
- 5.6 Personnel services and Central management, including Training.
- 5.7 Business Risk Assessment and Insurances.
- 5.8 Information technology.
- 5.9 Emergency Procedure and Disaster Plan for the Council.
- 5.10 To bring forward proposals for the ongoing development of these services.
- 5.11 The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
- 5.12 The Committee is empowered to incur expenditure where it has allocated budget provision.

#### **6. OTHER ACTIVITIES IN TRUST TO THE COUNCIL**

##### **6.1 THE MOPLA COTTAGES COMMITTEE**

The Mopla Cottages are a charity in the trust of the Council and run as though a committee of the Council, although the funds are managed separately from those of the Council. The remit of the committee is to maintain the cottages and secure income from lettings which is made available for the benefit of the parish through the distribution of grants.

##### **6.2 TIDENHAM WAR MEMORIAL HALL AND RECREATION GROUND MANAGEMENT COMMITTEE (TWMH&RT)**

The Council acts as Custodian Trustee for the Tidenham War Memorial Hall and the Recreation Ground – both at Tutshill. The Trust is managed by a Management Committee which includes three members appointed by the council. The Trust also includes the flat adjacent to the Hall. The lower field – Shirley's Grove (currently used mainly by people exercising their dogs) is also a part of this Trust.

##### **6.3 SEDBURY & BEACHLEY VILLAGE HALL MANAGEMENT COMMITTEE**

The Council owns the Sedbury & Beachley Village Hall and land at the front and rear, both at Sedbury. The Management Committee includes three members appointed by the council.

**Reviewed and adopted May 2015** (Minute page 1 item 6 May 2015)

**Re-adopted unchanged May 2016** (Minute page 1 item 5 May 2016)

**Reviewed, amended to show correct address of allotments (3.5) and add adult exercise equipment at Wyebank Rd (3.8), and re-adopted May 2017** (Minute page 1 item 5 May 2017)