

Lydiard Millicent Parish Council Working Groups

Terms of Reference

1. Composition and Context

1.1. Lydiard Millicent Parish Council has adopted a Working Group structure, as set out in its Standing Orders.

1.1.1. There will be five Working Groups, named: Communications, Finance & Administration, Highways, Open Spaces, and Planning.

1.1.2. Detailed areas of work for each Working Group is contained at Annex A

1.2. Working Group members will be elected annually, at the Annual Parish Council Meeting held in May; there is no limit to a members re-election.

1.2.1. Membership will consist of at least FOUR Councillors in each Working Group.

1.2.2. The Chairman of the Council will not be aligned to any one Working Group; but will attend all Working Groups at least annually.

1.3. The Councils Code of Conduct and Standing Orders will apply to all Working Group meetings.

2. Purpose / Role

2.1. Working Groups have no delegated authority to make decisions.

2.2. Working Groups will be expected to inform, influence and lead debate within their areas during Council meetings

2.3. Working Group meetings will not be open to the public, in order:

2.3.1. To encourage free thought for initial ideas

2.3.2. To allow for free discussion before any decision is taken

2.3.3. To promote the Council in a more professional light

2.4. Working Groups will formulate policies and strategies to present to Council for adoption

3. Membership Accountability

3.1. The Working Group will elect a Chairman from one of its number at the first meeting after May each year; there is no limit to the number of re-elections for any members.

3.2. In compliance with Local Government Law and the Councils Standing Orders, Working Groups must have a quorum of THREE.

3.3. Working Group chairmen should meet with the Clerk and the Chairman of the Council periodically in order to:

3.3.1. Make them aware of the work being considered by each Working Group.

3.3.2. Confirm budgets are available for proposed projects

3.3.3. Advise if further compliance is required

3.3.4. Discuss a cohesive way forward

4. Working Methods

- 4.1. One member will take notes at the meeting.
- 4.2. The Clerk will attend, by invitation, Working Group meetings to:
 - 4.2.1. Give advice if required
 - 4.2.2. Help move initial discussions forward, usually by asking questions
 - 4.2.3. Support members in choosing a way forward

5. Frequency of Meetings

- 5.1. Meetings will usually be held [in the Jubilee Club House], at a time to suit its membership.
- 5.2. The frequency of meetings will be dependent on the Working Group, but there should be an aim of at least one meeting every three months.

6. Reporting

- 6.1. Working Groups will provide Clerk with a written report after its meeting.
- 6.2. Written reports will be placed on the next Full Council Agenda for noting
- 6.3. Where a Council decision is required, full details of the motion must be put forward to the Clerk at least one week before the scheduled meeting.

7. Review

- 7.1. If any discrepancy arises between these Terms of Reference and the Councils Standing Orders; Standing Orders will prevail.
- 7.2. These Terms of Reference will be reviewed and updated at least every three years.

8. Adoption

- 8.1. These Terms of Reference, together with Annex A, were considered and adopted by Lydiard Millicent Parish Council on Thursday 7th September 2017; minute reference 112/17 gives details.
- 8.2. Whilst consideration was being given the following advice was specified.

It was brought to the Councils attention that some actions are Administrative responsibilities, whilst carrying out these tasks members must consider themselves volunteers under the supervision of the Clerk, and not Councillors at that time – ie all instructions come from The Council or Clerk (under Delegated Authority) for the WG duties.

Working Group Areas of Attention

Communications

The Working Group shall:

- a. Develop a positive image for the Parish Council;
- b. Consider various ways of communicating the Council's message to Residents and Stakeholders;
- c. Make suggestions and/or draft Press Statements for release under the Council's name;
- d. Investigate options to allow the Parish Council to comply with its Transparency obligations;
- e. Formulate any marketing needed to promote use of the Council's assets;
- f. Aid in the design of any Public consultations the Parish Council wishes to undertake;
- g. Monitor the Parish Council website, and investigate if any form of Social Media would be beneficial to the Council;
- h. Be a point of contact for members of the Press (together with the Council Chairman and Clerk);
- i. At all times promote the view of the Parish Council.

Finance & Administration

The Working Group shall:

- a. Advise Council on all aspects of the management of Council's financial responsibilities;
- b. Review on an annual basis Council's adopted Financial Regulations for managing all aspects of Council's finances and recommend any amendments as appropriate for adoption by Full Council;
- c. Submit recommendations to the Parish Council regarding the setting of its annual budget in November each year;
- d. Consider any capital projects and, if necessary, recommend to Council whether it will need to apply for loans or grants;
- e. Monitor grant opportunities to help fund Council initiatives;
- f. Monitor income and expenditure against the approved budget and report to Council on a quarterly basis;
- g. Provide a quarterly financial report to Council regarding all aspects of the Parish Council finances;
- h. Maintain and review the Register of Assets with the support and assistance of all the other Working Groups;
- i. Oversee the Parish Council Risk Management Statements;
- j. Review and update the Council's Bank Mandate;
- k. Provide support to the Clerk/ RFO regarding the preparation of the Annual statement of accounts and any related report, subsequent certification of the accounts and their submission to the Parish Council after the end of each Financial year within the timescale stipulated by the Accounts & Audit Regulations;
- l. Monitor and ensure that the Internal Audit of accounts is carried out as required by legislation;
- m. Undertake an annual review of the salaries of directly employed Council staff and submit recommendations to Council for consideration;
- n. Review the Council's annual insurance cover and submit recommendations for consideration by Council if required;

- o. Consider and make recommendations to Council in respect of the acquisition or disposal of land;
- p. Review and recommend the appointment a qualified Internal Auditor to carry out an Internal Audit on an annual basis and to provide all the relevant information to satisfy annual audit requirements;
- q. Annually review Standing Orders and consider any additions, deletions or amendments as appropriate prior to placing the recommended amendments before Full Council for approval;
- r. Monitor, develop and amend the Parish Council's Freedom of Information Policy;
- s. Monitor, develop and amend all other Policies that are required by Legislation, or through Best Practise.

Highways

The Working Group shall:

- a. Advise Council on all matters relating to Highways and road safety within the Parish;
- b. Promote, with Wiltshire Council or other appropriate authority, highways alterations and improvements to improve road safety in the parish including the provision of new footpaths;
- c. Recommend to the Parish Council a programme of highways proposals including the recommended contribution by the parish to the cost of the work;
- d. Maintain and monitor this programme and advise the Parish Council in November each year for consideration in constructing the Precept for the coming Financial Year;
- e. Review any Highways issues reported to Area Board and make recommendation to next full Council meeting;
- f. To progress Highways issues concerning Lydiard Millicent Parish Council at meetings of the Community Area Transport Group (CATG).

Open Spaces

The Working Group shall:

- a. Advise Council on all matters relating to the Recreation facilities under the management and control of the Parish Council;
- b. Oversee the Recreation Field, the Jubilee Clubhouse (JCH) and the Mews Play Area to ensure the safety of the areas and building;
- c. Draw up draft conditions of use and hire, for all Parish Council owned, or managed, facilities within the Parish;
- d. Consult with neighbouring property owners and interested parties prior to submitting draft agreement proposals to the Parish Council for approval;
- e. Review charges for use of all recreational facilities and submit recommendations to the Parish Council each year in November for consideration as part of budget development and precept setting of the Council;
- f. Develop and submit proposals for annual investment into the recreational facilities of the Parish including the play areas, recreation fields and JCH;
- g. Support the RFO in developing a booking system to record use and payment for the sports fields and building;
- h. Ensure that all of the Council's recreational facilities meet all Health & Safety requirements and are maintained to a high standard. The Working Group will be directly responsible for ensuring that the following items are actioned as and when required:
 - Annual Play Area Inspection report;
 - Electrical inspection of the JCH (every five years)
 - Monthly visual inspections of the two play areas;

- Annual boiler service (JCH).
- i. Oversee and monitor the annual cleaning contract for the JCH;
- j. Monitor and oversee the Parish Council Grounds Maintenance Contractors;
- k. Review the Grounds Maintenance Contract every three years;
- l. Liaise with Wiltshire Council to ensure that all the areas of the parish that are not the responsibility of the Parish Council are maintained to a reasonable standard.
- m. Oversee the “Open” cemetery and ensure that it is maintained in a neat, tidy and respectful manner by the Parish Council Grounds Maintenance Contractor;
- n. Recommend to Council any amendments to the regulations related to Lydiard Millicent Cemetery;
- o. Carry out monthly visual checks in the cemetery and report Health Safety issues to the Clerk to the Council for action;
- p. Liaise with Wiltshire Council regarding their maintenance of the “Closed” cemetery;
- q. Maintain and amend if necessary the 3 year contract for grounds maintenance. Reviewing the contract requirements in the November prior to renewal on the following 1st April, seeking Parish Council approval for any changes to the contract, inviting, evaluating and awarding the contract;
- r. Liaison with the Parishioners Group maintaining the flower beds opposite the Parish Hall;
- s. Organise an annual parish litter pick.

Planning

The Working Group shall:

- a. Consider planning applications that are located within the parish of Lydiard Millicent and submit recommendations to Full Council for consideration and adoption;
- b. Consider planning applications located outside the parish boundaries but which may affect Lydiard Millicent;
- c. When an application is subject to an appeal, the Working Group will recommend a written representation or appoint a member of the Working Group to attend the hearing;
- d. Wherever possible, a member of the Planning Working Group is to be nominated to attend the Planning Authority’s Planning meetings to represent Council’s views in respect of controversial planning applications;
- e. Make recommendations to Full Council to forward to Wiltshire Council on statutory and non-statutory planning policy documents;
- f. Select from its membership a person or persons to represent Lydiard Millicent Parish Council at site meetings, public enquiries and at any planning related group or organisation to represent the Council’s previously agreed views;
- g. Take into consideration and make relevant representations regarding the effects of developments on the public transport system;
- h. Carefully scrutinise and monitor the redevelopment and/or expansion of commercial activities in or close to residential areas to ensure cohesion and not be intrusive or detrimental to the visual amenity of the area;
- i. Monitor and develop comments, where appropriate, on proposed erection of telecommunication masts, power lines and other similar structures;
- j. Encourage a close working relationship with neighbouring areas on planning issues that may affect each community;
- k. Participate with the public, voluntary and private sector interests in parish enhancement schemes and local conservation;
- l. Develop representations for consideration and submission to Wiltshire Council on behalf of the Parish Council to secure Section 106 funding where possible;