

SAWSTON PARISH COUNCIL



TERMS OF REFERENCE FOR CEMETERY COMMITTEE

Committee Membership: The Committee shall include the Chair and Vice Chair of the Parish Council and additional Councillors to make the number of Committee Members to 8.

a) **General**

To advise and/or make recommendations to the Council on matters relating to the maintenance and improvement of the cemetery in particular the following matters:

- i The Cemetery Chapel, including fabric, fixtures and fittings.
- ii The boundaries and boundary walls, hedges, trees, gates and fences.
- iii The cemetery ground, footpaths and grave locations, and ensure the maintenance of a system of grave marking.
- iv To ensure a proper grave registration system.
- v Any other matters pertinent to the effective maintenance of the Cemetery.
- vi To review at intervals the burial fees charged by the Council and to make recommendations for revision when considered necessary.

b) **Financial**

- i To submit to the Finance and General Purposes Committee, on a date to be determined annually, estimates of income and expenditure for the next financial year.
- ii The Committee Chair, in emergencies and after consulting with the Clerk, to authorise expenditure on behalf of the Committee up to and including £2,500. Such expenditure to be reported to the next Council for the action to be endorsed.

SAWSTON PARISH COUNCIL



TERMS OF REFERENCE FOR FINANCE & GENERAL PURPOSES COMMITTEE

Committee Membership: The Committee shall include the Chair and Vice Chair of the Parish Council and additional Councillors to make the number of Committee Members to 10.

a) **Financial**

- i To advise the Council on matters relating to expenditure.
- ii To submit to the Council, on a date to be determined annually, consolidated estimates of income and expenditure for the next financial year and to recommend the annual Precept required.
- iii To formulate and indicate to the Parish Council future financial policies, including staffing requirements.
- iv To keep under review all insurances.
- v The Committee Chair, in emergencies and after consulting with the Clerk, to authorise expenditure on behalf of the Committee up to and including £2,500. Any such expenditure to be reported to the next Council for the action to be endorsed.

b) **General**

- i To advise the Council on provision and maintenance of office equipment for the staff.
- ii To advise the Council on any matters which do not fall within the remit of any other Committee.

SAWSTON PARISH COUNCIL



TERMS OF REFERENCE FOR PLANNING AND ENVIRONMENT COMMITTEE

Committee Membership: The Committee shall include the Chair and Vice Chair of the Parish Council and additional Councillors to make the number of Committee Members to 10.

a) **General**

- i To consider all planning applications and make appropriate comments to the Planning Authority on behalf of the Full Council.
- ii To undertake consultations, when and where necessary, in relation to any Planning matters, and make recommendations.
- iii To advise the Council of any local planning breaches, and to recommend action required.
- iv To consider Highway and Transportation matters, including the provision of car park facilities, also bus routes and schedules, making the necessary recommendations to Council.
- v To review all matters in relation to public footpaths and tree planting (or removal) and to make recommendations.
- vi To maintain constant vigilance on all matters affecting the environment of Sawston and to recommend to Council any action which needs to be taken to maintain or improve such environment.
- vii To make recommendations to the Council on matters relating to street furniture.
- viii To assess quality of street cleaning in the village and monitor performance of staff and agencies responsible for street cleaning duties.

b) **Financial**

- i The Committee Chair, in emergencies and after consulting with the Clerk to authorise expenditure up to and including £2,500. Any such expenditure to be reported to the next Full Council for the action to be endorsed.
- ii To submit to the Finance & General Purposes Committee, on a date to be determined annually, estimates of income and expenditure for the next financial year.

SAWSTON PARISH COUNCIL



TERMS OF REFERENCE FOR RECREATION AND OPEN SPACES COMMITTEE

Committee Membership: The Committee shall include the Chair and Vice Chair of the Parish Council and additional Councillors to make the number of Committee Members to 10 plus non-voting representatives from the Sports Clubs.

a) **General**

- i To consider recreational needs of the village and to make recommendations to the Council as to the provisions which should be made to meet those needs.
- ii To keep under review the recreation grounds, the sports fields, and open spaces within the Council's ownership and to make recommendations for maintaining and equipping these areas.
- iii To keep under review the pavilions and associated property within the Council's ownership and to make recommendations for maintaining, refurbishing and equipping the property.

b) **Financial**

- i To submit to the Finance and General Purposes Committee, on a date to be determined annually, estimates of income and expenditure for the next financial year.
- ii To review annually and when deemed necessary, the fees required for the hiring of grounds, pavilions and/or rooms, and to make the necessary recommendations.
- iii The Committee Chair, in emergencies and after consulting with the Clerk to authorise expenditure up to and including £2,500. Any such expenditure to be reported to the next Council for the action to be endorsed.

SAWSTON PARISH COUNCIL



TERMS OF REFERENCE FOR STAFF MANAGEMENT COMMITTEE

Committee Membership: The Committee shall include the Chair and Vice-Chair of the Parish Council and the Chairs of all the Council's Committees (or in their absence, the respective Vice Chairs). Employees to attend as appropriate.

a) **General**

- i To provide a proper dialogue between the Council and its employees.
- ii To ensure that the decisions of the Council are implemented,
- iii To ensure the smooth running of the Council's business
- iv Review the Conditions of Service and Terms of Employment of staff and recommend to the Council accordingly, and to ensure that all staff contracts are prepared and signed.
- v To be responsible for the recruitment, training, promotion, grading and salary conditions of all employees.

b) **Financial**

To submit to the Finance and General Purposes Committee, on a date to be determined annually, estimates of income and expenditure for the next financial year.

Frequency of meetings – quarterly.