**TERRINGTON ST CLEMENT PARISH COUNCIL**

**REMITS FOR PARISH COUNCIL COMMITTEES**

 **REMIT FOR THE PERSONNEL COMMITTEE.**

* The Committee are to elect a Chairman of the Committee at their first meeting following the APCM
* The committee are authorised to review the council employee’s contracts and carry out employment reviews as and when required but no less than on a yearly basis.
* The Committee are authorised to deal with any complaints against employees or any disciplinary matters in accordance with employment law and employees contracts and refer their findings to the full council for appropriate action.
* The Committee are authorised to advertise for any vacancies and carry out interviews for council vacancies as resolved by the full council.
* The Committee are authorised to draft employment contracts and job descriptions in consultation with the Clerk, Norfolk ALC and SLCC as appropriate and refer back to the full council for approval.
* The Committee are authorised to review employee’s salaries and authorise overtime/days off in lieu and holidays as appropriate.
* **Minutes to be taken of the meetings which are to be retained in a confidential file not for public disclosure. The files can only be viewed with the express permission of the Chairman of the Personnel Committee. No copies to be issued.**

**REMIT FOR THE ALLOTMENTS COMMITTEE.**

* The Committee are to elect a Chairman of the Committee at their first meeting following the APCM
* The Committee are authorised to inspect the allotments on a six monthly basis and instruct the Clerk to issue husbandry notices to allotment holders as appropriate.
* To review allotment agreements as appropriate and report back the full council.
* **Minutes/notes to be taken of the meetings and to be received by the full council once ratified by the committee**

**REMIT FOR THE PLANNING COMMITTEE.**

* The committee are authorised to discuss and consult in relation to Planning Applications received and forward their comments to the Clerk for submission.
* The Committee should refer any large or controversial applications to the full council for approval.
* The Committees consultation comments to be reported to the full council for their information.

**REMIT FOR THE MILLENNIUM WOOD COMMITTEE.**

* The Committee are to elect a Chairman of the Committee at their first meeting following the APCM
* The committee are authorised to inspect the wood on a regular basis and report back to the council with their findings.
* The committee are authorised to draft proposals to improve the wood and forward to the council for their approval.
* **Minutes/notes to be taken of the meetings and to be received by the full council once ratified by the committee**

**REMIT FOR THE HIGHWAYS LIAISON COMMITTEE.**

* The committee are authorised to report any highways repairs and maintenance tasks that are required to the NCC Area Highways Officer.
* The committee are authorised to arrange a site visit with highways officers if required in consultation with the Clerk.
* Minutes/notes to be taken of the meetings and to be received by the full council **once ratified by the committee**

**REMIT FOR THE FINANCE COMMITTEE.**

* The Committee are to elect a Chairman of the Committee at their first meeting following the APCM
* The committee are authorised to hold monthly meetings prior to the monthly full council meeting to review and approve all invoices for payment and to receive bank reconciliations and bank statements for inspection for the month.
* The committee are authorised to review all quotes and make their recommendations to the full council for approval
* The Committee are authorised to provide specifications for works tenders and forward the draft specifications to the full council for approval.
* The Committee are authorised to draft the annual precept and forward the recommendations to the full council for approval. All Committees should be consulted with regard to their budget requirements for the year as appropriate.
* **Minutes to be taken of the meetings and to be received by the full council once ratified by the committee**

**REMIT FOR THE GENERAL PURPOSES COMMITTEE.**

* The Committee are to elect a Chairman of the Committee at their first meeting following the APCM
* The Committee are authorised to review the following on an annual basis appropriate:
1. Standing Orders, Risk Assessment and Financial Regulations
2. Review of Insurance Policies
3. Review Of Council Bylaws
4. Council Policies and Procedures
5. Review of Rents and Charges
6. Allotments
7. Clubs
8. Pavilion
* **Minutes to be taken of the meetings and to be received by the full council once ratified by the committee**
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