

TERRINGTON ST CLEMENT PARISH COUNCIL

REMIT FOR THE PERSONNEL COMMITTEE.

- The Committee are to elect a Chairman of the Committee at their first meeting following the Annual Parish Council Meeting.
- 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 carry out employee appraisals on a quarterly 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, SLCC or such other professional body as appropriate and refer back to the full council for approval.
- The Committee are authorised to review employee's salaries.
- The Committee are authorised executive powers to authorise overtime/days off in lieu, holidays, sickness leave as appropriate.
- **Minutes to be taken of the meetings but will be kept as a Confidential Document under GDPR regulations. The Minutes of the Committee can only be inspected if authorised by the Chairman of the Committee and only for good reason.**

TERRINGTON ST CLEMENT PARISH COUNCIL

REMIT FOR THE ALLOTMENTS COMMITTEE.

- The Committee are to elect a Chairman of the Committee at their first meeting following the Annual Parish Council Meeting
- The Committee are authorised to inspect the allotments on a minimum 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.
- To produce a detailed ½ yearly report to full council.
- **Minutes to be taken of the meetings and to be received by the full council once ratified by the committee**

TERRINGTON ST CLEMENT PARISH COUNCIL

REMIT FOR THE PLANNING COMMITTEE.

- The committee are authorised executive powers to discuss and consult in relation to Planning Applications received and forward their comments to the Clerk for submission.
- In the absence of the Clerk a nominated member of the committee is authorised to submit the observations.
- 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.

TERRINGTON ST CLEMENT PARISH COUNCIL

REMIT FOR THE MILLENNIUM WOOD COMMITTEE.

- The Committee are to elect a Chairman of the Committee at their first meeting following the Annual Parish Council Meeting
- 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 to be taken of the meetings and to be received by the full council once ratified by the committee**

TERRINGTON ST CLEMENT PARISH COUNCIL

REMIT FOR THE HIGHWAYS LIAISON COMMITTEE.

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

TERRINGTON ST CLEMENT PARISH COUNCIL

REMIT FOR THE FINANCE COMMITTEE.

- The Committee are to elect a Chairman of the Committee at their first meeting following the Annual Parish Council Meeting
- The Committee are authorised executive powers to make payments between meetings when required in accordance with Council Standing Orders and Financial Regulations.
- 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 reconcile employee expenses, payroll and timesheets.
- 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.
- The Committee are authorised to review rent and charges levied relating to Allotments, Club, Pavilion and any other charges levied and make recommendations to Full Council.
- **Minutes to be taken of the meetings and to be received by the full council once ratified by the committee**

TERRINGTON ST CLEMENT PARISH COUNCIL

REMIT FOR THE GENERAL PURPOSES COMMITTEE.

- The Committee are to elect a Chairman of the Committee at their first meeting following the Annual Parish Council Meeting
- The Committee are authorised to review the following on an annual basis appropriate:
 - a. Standing Orders, Risk Assessment and Financial Regulations
 - b. Review of Insurance Policies
 - c. Review Of Council Bylaws
 - d. Council Policies and Procedures
- **Minutes to be taken of the meetings and to be received by the full council once ratified by the committee**

TERRINGTON ST CLEMENT PARISH COUNCIL

REMIT FOR THE BUILDING REFUBISHMENT COMMITTEE.

- The Committee are to elect a Chairman of the Committee at their first meeting following the Annual Parish Council Meeting
- The Committee are authorised in liaison with the Clerk to the Council to list all repairs required for the Pavilion and obtain quotes for the works required.
- The committee are authorised in liaison with the Clerk to the Council to obtain quotes for the required works to convert the shelter to a Parish Council Office and obtain drawings for the project.
- A report of the Pavilion Repairs and costs is to be prepared for approval of the Full Council prior to any works commencing.
- A report is to be prepared to include costs and drawings to the Full Council prior to the submission of the Planning Application.
- The Committee are to monitor the project costs and forward any interim invoices to the Finance Committee and full council for approval.
- **Minutes to be taken of the meetings and to be received by the full council once ratified by the committee**

TERRINGTON ST CLEMENT PARISH COUNCIL

REMIT FOR THE TENNIS LET REVIEW WORKING PARTY

- The working party are authorised to elect a chairman at their first meeting.
- The working party are authorised to attend meetings with the Tennis Club and discuss amending the terms of the current let.
- The working party are authorised to compile a report of a possible resolution and refer back to the Full Council for further action.
- **Notes to be taken of the meetings and to be received by the full council once ratified by the working party**

TERRINGTON ST CLEMENT PARISH COUNCIL

REMIT FOR THE MEMORIAL FIELD WORKING PARTY

- The working party are authorised to elect a chairman at their first meeting.
- The working party are to meet twice a year to carry out an inspection of the play areas.
- The working party to consist of all members of the parish council and one representative from each sports club.
- **Notes to be taken of the meetings and to be received by the full council once ratified by the working party**

TERRINGTON ST CLEMENT PARISH COUNCIL

REMIT FOR THE PAVILION SECURITY REVIEW COMMITTEE

- The Committee is to elect a Chairman at the first meeting of the Committee
- The Committee is to take minutes of the meetings.
- The Committee to liaise with all regular users to include Slimming World, Independence Matters, Zumba, Tigers FC and Cricket Club to discuss any issues.

The Committee is to review the security of the pavilion and tractor shed and compile a report to submit to Full Council giving suggested remedies and recommendations to ensure the pavilion and tractor shed are secure and can only be accessed by authorised persons