

Whiteley Parish Council

Finance Committee terms of Reference

Adopted 6th October 2003

*Amended Full Council meeting 7th February item 4.6 / 4.8

1. The Finance Committee is constituted as a Standing Committee of the Parish Council. Its composition shall be ~~five~~ *four Councillors as voting members, with three members constituting a quorum.
2. The Chairperson and Vice-Chairperson to be elected annually by the Committee.
3. All correspondence should be conducted through the Clerk of the Parish Council wherever possible.
4. Minutes of all meetings are to be kept by the Committee and normally forwarded to the Parish Clerk for circulation at full Parish Council meetings.
5. The Committee will consider all aspects of the Council's finances, including grants and setting of precept operating under the terms of the Councils Standing Order's and Financial Regulations.
6. The Committee will meet as workload requires but shall meet at least annually, (not later than November), to consider the following years precept, recommendations shall be presented to full Council for approval not later than the January full Parish Council meeting each year
7. The Parish Clerk will submit appropriate figures to Winchester City Council by the due date.
8. The Committee is authorised to commit Parish Council funds to a limit of £500 (Five hundred pounds) without formal Parish Council approval provided that this amount has been provided for in the annual precept.
9. In exceptional circumstances the Committee may have delegated powers from Council to commit Council funds.

~~Please note the Chairman and Vice-Chairman of the full council are exofficio members of all committees and are entitled to vote.~~

* Please note the Chairman of the full council is an exofficio member of all committees and entitled to vote.

Committee Terms of Reference adopted 4th June 2007

Recreation and General Purposes Committee

1. The Recreation and General Purposes Committee is constituted as a Standing Committee of Whiteley Parish Council. The Committee composition shall be a minimum of five Councillors as voting members with three members of the Committee constituting a quorum.
2. The Chairperson and Vice-Chairperson to be elected annually by the Committee.
3. All correspondence should be conducted through the Clerk of the Parish Council wherever possible.
4. Minutes of all meetings are to be kept by the Committee and forwarded to the Parish Clerk for circulation at full Parish Council meetings.
5. The Committee will ensure compliance of all Health and Safety Regulations for Council employees and property.
6. The Committee will liaise with other authorities regarding issues concerning recreation facilities, open spaces and the environment to ensure maximum benefits are derived for Whiteley residents. The Committee will also take action on public relations, tourism, law and order, trade and commerce, and youth and school activities as involved with Parish Council affairs. The Committee will consider all other matters not obviously within the remit of the other Standing Committees and not allocated or covered by any other Committee.
7. The Committee is authorised to commit Parish Council funds to a limit of £500 (Five hundred pounds) without formal Parish Council approval provided that this amount has been provided for in the annual precept.
8. The Committee will meet as workload requires, at least every other month.

** Please note the Chairman of the full council is an exofficio member of all committees and entitled to vote.*

Planning Committee

1. The Planning Committee is constituted as a Standing Committee of Whiteley Parish Council. The Committee composition shall be a minimum of five Councillors as voting members with three members of the Planning Committee constituting a quorum.
2. The Chairperson and Vice-Chairperson to be elected annually by the Committee.
3. A record of all planning applications, the responses and eventual results shall be noted in the minutes of meetings.
4. The Committee shall have the authority to consider all planning applications pertaining to Whiteley Parish and to recommend on the response to be submitted to Winchester City Council or other authorities as appropriate.
5. Any controversial applications shall be referred to the full Parish Council. A time sensitive response may be made by the Committee Chairperson following a majority decision by the Committee.
6. Where an on site meeting is arranged all members of the Committee should be notified, but not all have to be in attendance subject to the approval of the chairperson or Vice-Chairperson.
7. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
8. All correspondence should be conducted through the Clerk of the Parish Council wherever possible.
9. Minutes of all meetings are to be kept by the Committee and forwarded to the Parish Clerk for circulation at full Parish Council meetings.
10. The Committee is authorised to commit Parish Council funds to a limit of £500 (Five hundred pounds) without formal Parish Council approval provided that this amount has been provided for in the annual precept.
11. The Committee will meet at least once a month.

** Please note the Chairman of the full council is an exofficio member of all committees and entitled to vote.*

Highways and Transport

1. The Transport and Highways Committee is constituted as a Standing Committee of Whiteley Parish Council. The Committee composition shall be five Councillors as voting members with three members of the Committee constituting a quorum.
2. The Chairperson and Vice-Chairperson (if required) to be elected annually by the Committee.
3. All correspondence should be conducted through the Clerk of the Parish Council wherever possible.
4. Minutes of all meetings are to be kept by the Committee and normally forwarded to the Parish Clerk for circulation at full Parish Council meetings.
5. The Committee will consider all issues concerning transport, roads and lighting within the boundaries of Whiteley Parish Council working with district, local neighbouring and law enforcement authorities as appropriate.
6. The Committee is authorised to commit Parish Council funds to a limit of £500 (Five hundred pounds) without formal Parish Council approval provided that this amount has been provided for in the annual precept.
7. The Committee will meet as workload requires, at least every other month

** Please note the Chairman of the full council is an exofficio member of all committees and entitled to vote.*

Strategic Development and Policy Committee

Terms of reference adopted at Full Council 5th January 2009

1. The Strategic and Policy Committee is constituted as a Standing Committee of Whiteley Parish Council. The Committee composition shall be the Parish Council Chairman, Vice – Chairman and Committee Chairmen and up to two members of the Council appointed by the Committee”.
2. The Parish Council Chairman will chair the Committee.
3. All correspondence should be conducted through the Clerk of the Parish Council wherever possible.

4. The Parish Clerk will keep minutes of all meetings for circulation at full Parish Council meetings.
5. The Committee will consider major development and strategy issues affecting Whiteley and make recommendations to Full Council. Responsibilities will include North Whiteley MDA, Whiteley Village redevelopment and proposal for Parish Hub, responses to Local Development Framework consultations, developing and pursuing a Parish Plan action plan, devolution and the review of Council policy and strategies. These responsibilities will be reviewed and revised from time to time.
6. The Committee is authorised to commit Parish Council funds to a limit of £500 (Five hundred pounds) without formal Parish Council approval provided that this amount has been provided for in the annual precept.
7. The Committee will meet as workload requires.