



TERMS OF REFERENCE FOR COMMITTEES

1. PLANNING AND TRANSPORT COMMITTEE

Purpose

- To consider all planning applications affecting Melton submitted to the district council
- To decide if a particular application, due to its impact on the village, requires consideration by the full council
- To decide the appropriate response to the district council taking into consideration the impact on the residents of Melton
- To consider future rounds of consultation by the district council on the Local Development Framework and make recommendations to full Council
- To act for the council on planning matters of Trees – i.e. advice on Tree Preservation Orders etc.
- To consider all matters relating to Public Transport and Highways
- To consider all matters relating to Bus Shelters in the Village including those owned by Melton Parish Council and those provided by Suffolk County Council
- To consider all aspects of a Neighbourhood Plan
- To consider all aspects of Affordable Housing
- To consider all aspects of Traffic & Transport

Composition

- Seven members

Meeting frequency

- Monthly

2. FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Purpose

- To be responsible for the employment of council staff
- To provide contracts and other such documents as required by employment legislation
- To provide a staff appraisal system
- To agree salary levels for council employees
- To provide a Disciplinary Panel consisting of three members of the Finance, Employment and Risk Management Committee

- To provide an Appeals Panel consisting of one member from the Finance, Employment and Risk Management Committee not on the Disciplinary Committee and two other councillors who are *not* members of the Finance, Employment and Risk Management Committee
- Oversight of the internal financial controls
- Authorisation of all payments within budget
- Preparation of the budget for approval by full council
- Provision of financial information to the full council
- To make whatever banking and investment arrangements are appropriate
- To enter into and review contracts for the provision of services to the council
- To oversee the provision of office accommodation
- To make recommendations of expenditure from reserves
- To oversee the risk management of all council operations
- Raising of funds
- To consider all aspects of divestment/transformation
- To consider all aspects of council communications

Composition

- Five Members

Meeting frequency

- 6 times a year

3. RECREATION

Purpose

- To manage and promote the playing fields
- To manage and promote Melton Wood including The Friends of Melton Wood
- To manage and promote the management of the woodland
- To manage and promote the footpaths and rights of way
- To manage and promote the pavilion
- To manage and promote the play equipment on the playing field
- To manage and promote the tennis courts
- To consider and manage the ongoing development of the pavilion on Melton Recreation Ground
- To consider and manage the provision of litter/dog waste/grit bins in the village
- To organise special events on the Recreation Ground
- To consider facilities for young people

Composition

- Five members

Meeting frequency

- 6 time a year

Revised January 2013