



# MELTON PARISH COUNCIL

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**MPC(19)43.04**

## **TERMS OF REFERENCE FOR COMMITTEES**

This report sets out below the current terms of reference for Planning and Transport Committee, Finance, Employment and Risk Management Committee and Recreation Committee.

**As in previous years, Full Council is invited:**

- 1. To consider whether it wishes as Full Council to make any amendments to the Terms of Reference for Committees**
- 2. To refer individual terms of reference to the respective Committees for review at their first meeting in the 2019/20 Council year.**

**Members of Committees are invited to:**

- 1. Review these terms of reference in their Committees and either confirm them or propose any changes for consideration by Full Council.**
- 2. Appoint a Chairman and Deputy Chairman at their first meeting in the 2019/20 Council year.**

William Grosvenor  
Clerk to the Council  
2 May 2019

## TERMS OF REFERENCE FOR COMMITTEES (REVISED NOVEMBER 2018)

### Planning and Transport Committee

#### (A) PURPOSE

- (i) To consider all planning applications affecting Melton submitted to the district council
- (ii) To decide if a particular application, due to its impact on the village, requires consideration by the full council
- (iii) To decide the appropriate response to the district council taking into consideration the impact on the residents of Melton
- (iv) To consider future rounds of consultation by the district council on the Local Development Framework and make recommendations to full Council
- (v) To consider all matters relating to Public Transport and Highways
- (vi) To consider all aspects of a Neighbourhood Plan
- (vii) To consider all aspects of Affordable Housing
- (viii) To consider all aspects of Traffic & Transport
- (ix) To consider all matters relating to Bus Shelters in the village including those owned by the Council and also those provided by Suffolk County Council
- (x) Management of the budget allocated to the Planning and Transport Committee
- (xi) To manage the committee communications within the Council Communications Strategy
- (xii) To consider matters relating to planning and transport arising from neighbouring towns / parishes which impact on Melton

#### (B) Composition

Minimum of five Members, maximum of seven

#### (C) Meeting frequency

Monthly

### Finance, Employment and Risk Management Committee (*incorporating revisions up to November 2018*)

#### (D) PURPOSE

- (i) To be responsible for the employment of council staff
- (ii) To provide contracts and other such documents as required by employment legislation
- (iii) To provide a staff appraisal system
- (iv) To agree salary levels for council employees
- (v) To provide a Disciplinary Panel consisting of three members of the Finance, Employment and Risk Management Committee
- (vi) 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
- (vii) Oversight of the internal financial controls including receiving Internal Audit reports
- (viii) Preparation of the budget for approval by full council
- (ix) Provision of financial information to the full council
- (x) To make whatever banking and investment arrangements are appropriate
- (xi) To enter into and review contracts for the provision of services to the council
- (xii) To enter into and review contracts for the provision of insurance services to the council
- (xiii) To oversee the provision of council accommodation
- (xiv) To make recommendations of expenditure from reserves
- (xv) To oversee the risk management of all council operations

- (xvi) Raising of funds
- (xvii) To consider all aspects of divestment/transformation
- (xviii) Management of the budget allocated to the Finance, Employment and Risk Management Committee
- (xix) To have oversight of financial aspects of new projects
- (xx) To consider applications for grants and to recommend allocations to full council

**(E) Composition**  
Minimum of five Members, maximum of nine

**(F) Meeting frequency**  
6 times a year

**Recreation Committee (*incorporating revisions September 2016*)**

- (G) PURPOSE**
- (i) To consider, manage, promote and develop facilities on Melton Recreation Ground including the playing fields, pavilion, play equipment and tennis courts
  - (ii) To manage and promote the woodland and trees around the playing field and in Burkes Wood and to work with the Friends of Melton Woods to this end
  - (iii) To manage and promote the footpaths and Rights of Way
  - (iv) To act for the Council on planning matters relating to trees and Tree Preservation Orders
  - (v) To facilitate any special events, for example the Melton fete
  - (vi) To consider recreational facilities for the community, especially young people
  - (vii) To consider and manage the provision of litter, dog and grit bins in the village
  - (viii) To manage the budget allocated to the Recreation Committee for the above
  - (ix) To manage Committee communications in relation to all areas of Recreation

**(H) Composition**  
Minimum of five Members

**(I) Meeting frequency**  
6 times a year