



# MELTON PARISH COUNCIL

MPC(23)56.03

## TERMS OF REFERENCE FOR WORKING GROUPS (updated May 2023)

### Planning and Transport Working Group

#### (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 recommend to full council 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 Working Group
- (xi) To manage the working group communications within the Council Communications Strategy
- (xii) To consider matters relating to planning and transport arising from neighbouring towns / parishes which impact on Melton
- (xiii) To consider the environmental impacts of all the decisions which it makes in accordance with these terms of reference

#### (B) Composition

Minimum of four Members, maximum of eight *in addition to ex-officio Members unless the ex-officio Member is a substantive Member of the Working Party in his / her own right*

#### (C) Meeting frequency

As required

### Finance, Employment and Risk Management (FERM) Working Group

#### (D) PURPOSE

The FERM Working Group's role shall generally cover all aspects of finance, employment, risk management, projects and governance. The following list (taken from the ToRs for the previous FERM Committee and Budget & Projects Working Group) describes the areas of coverage in more detail.

**(E) Financial Management**

- (i) Strategic management of the Council's budgets
- (ii) Provision of financial information to the Council
- (iii) Scrutinise any proposed in year changes to the budget and make recommendations on them to Council
- (iv) Scrutinise any recommendations to Council for expenditure from reserves
- (v) Consider applications for grants and to recommend allocations to Council
- (vi) Scrutinise any proposals for raising of funds

**(F) Financial Planning**

- (vii) To consider and make recommendations to Council in relation to budget expenditure and precept for the next financial year and beyond.

**(G) Financial Control**

- (viii) Oversight of the internal financial controls including Internal Audit arrangements, including the appointment of the Internal Auditor
- (ix) Oversight of work by the External Auditor
- (x) To consider or review the banking arrangements in conjunction with the RFO and make recommendations for the approval of Council

**(H) Employment**

- (xi) To be responsible for the employment of council staff
- (xii) To provide contracts and other such documents as required by employment legislation
- (xiii) To provide a staff appraisal system
- (xiv) To agree salary levels for council employees
- (xv) To provide a Disciplinary Panel consisting of three members of the FERM Working Group
- (xvi) To provide an Appeals Panel consisting of one member from the FERM Working Group not on the Disciplinary Panel and two other councillors who are not members of the FERM Working Group

**(I) Projects**

- (xvii) To have oversight of financial aspects of new projects
- (xviii) To consider all aspects of divestment/transformation
- (xix) To co-ordinate on behalf of Council the preliminary tasks in relation to managing Community Infrastructure Levy (CIL) budgets and expenditure.
  - a. To agree and draw up a list of projects in priority order together with indicative budgets for discussion at Council.
  - b. It should be a principle that wherever it is possible to augment with/substitute grants for CIL grant funding that should be done.
  - c. Projects should as far as possible not only meet the criteria for CIL expenditure but should also deliver the greatest benefit to the community in the most economic and environmental way.
  - d. Projects should be balanced across the Council's areas of activity i.e.
    - Road safety, environment, infrastructure and transport
    - Recreation facilities
    - Community resources and community safety

(xx) Recommendations made by FERM Working Group will then go to Council which, following final decision-making on which projects shall go forward, will assign them either to sponsoring Working Group(s) or a dedicated Project Working Group.

**(J) Governance**

- (xxi) To oversee the risk management of all council operations
- (xxii) To enter into and review contracts for the provision of services to the council
- (xxiii) To oversee the provision of council accommodation

- (xxiv) To enter into and review contracts for the provision of insurance services to the council
- (xxv) To have oversight of the Council's website and all communication channels
- (xxvi) To consider the environmental impacts of all the decisions made in accordance with these terms of reference

**(K) Composition**

Minimum of five Members, maximum of nine in addition to ex-officio Members unless the ex-officio Member is a substantive Member of the Working Group in their own right. The November budget meeting will be extended to include the Chair and Deputy Chairs of Council and the Chairs and Deputy Chairs of other Working Groups and any other Councillor.

**(L) Meeting Frequency**

Virtual Meetings

- Mid-April to review the provisional year-end outturn
- Late May/early June to review the Internal Auditor's report.
- In each of the two months when Council does not meet (August and November) to review the regular financial reports.

Probable Face-to-Face Meeting(s)

In November to review all the information required to develop a budget and precept recommendation to Council. Sometimes, it may be necessary for FERM Working Group to hold subsequent meetings to fine-tune the budget proposals in light of the need for more discussion or the availability of new information.

As and when necessary

These meetings shall be at the instigation of the Chair of FERM Working Group, or at the request of Council. Examples of topics that might trigger a meeting are: unplanned financial pressures; a new project or initiative; any incident or issue having a significant impact on either of financial controls, council assets, staff or governance arrangements.

## Recreation Working Group

**(M) PURPOSE**

- (i) To consider, manage, promote and develop facilities on all Melton Parish Council land including the playing fields, pavilion, play equipment and tennis courts
- (ii) To manage and promote the woodland and trees on all Melton Parish Council land and to work with the Melton Tree Crew/Tree Warden 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 Working Group for the above
- (ix) To manage the working group communications in relation to all areas of Recreation
- (x) To consider the environmental impacts of all the decisions which it makes in accordance with these terms of reference

**(N) Composition**

Minimum of five Members *in addition to ex-officio Members unless the ex-officio Member is a substantive Member of the Working Group in his / her own right*

**(O) Meeting frequency**

As required