



## **Remits of Committees and Working Groups**

***Reviewed and adopted at the Annual Meeting of the Council in May 2026***

### **Points to Note**

- 1 Membership of each committee and working group shall be decided at the Annual Meeting of the Parish Council held in May of each year. Should a Councillor resign and leave a vacancy on a committee or working group this may be filled by the Parish Council during the year to ensure that the structure of that committee or working group is maintained.
- 2 Committees and Working Groups are established to support the work of the Parish Council and shall not have delegated authority to make decisions or commit expenditure. All proposals, recommendations, and actions must be referred to Full Council for approval prior to implementation.
- 3 Voting rights on Committee and Working Groups shall be restricted to Parish Councillors
- 4 Other Councillors or Non-Councillors may be co-opted onto a committee or working group when specific skills or expertise are required or community involvement is sought. They will be step down automatically once the purpose for their co-option has been fulfilled.
- 5 All correspondence relating to the Committees and Working Groups shall be conducted through the Parish Clerk, either directly or by copying to the Clerk.
- 6 Ad Hoc Groups are formed and meet as directed either by Full Council or the parent Committee and shall be time-limited to the cessation of the particular task to which they are assigned.
- 7 Delegates to other 'outside' bodies are selected at the Annual Meeting of the Council in May and shall report back to the Parish Council. Delegation shall be restricted to 1 councillor per organisation but can be increased should there be a topic of special interest to the Parish.
8. For all Committees and Working Groups the meetings shall not proceed to business unless 50% of the membership is present.

## **Links to the Committees, Working Groups and Ad Hoc Working Groups**

### **Committees**

[Finance Committee](#)

[Planning Committee](#)

[Staffing Committee](#)

[Communications Committee](#)

[Transport and Road Safety Committee](#)

[Young People Committee](#)

### **Working Groups**

[Local Plan Working Group](#)

[Governance and Health and Safety Working Group](#)

### **Ad-Hoc Working Groups**

[Community Infrastructure Levy \(CIL\) Working Group](#)

[Citizens' Award Working Group](#)

## **a. COMMITTEES OF THE PARISH COUNCIL**

### **FINANCE COMMITTEE**

#### **1. SCOPE**

The FINANCE committee is responsible for overseeing the Parish Council's financial matters, and to making recommendations to the Parish Council on spending plans and budgets

#### **2 MEMBERSHIP**

Membership will consist of 5 Parish Councillors and the Responsible Financial Officer. The quorum for business to proceed shall be 3 Parish Councillors.

#### **3 MEETINGS**

- 3.1 A meeting will take place in September and December/January each financial year, the latter being held prior to the Parish Council Meeting that decides the Precept for the following year:
- 3.2 Other meetings may be held as necessary

#### **4. PURPOSE**

##### **4.1 September meeting**

- a) to review expenditure and income in the previous six months of the financial year running from 1<sup>st</sup> April to 31<sup>st</sup> March each year.
- b) to agree rental charges for allotments in the calendar year (Jan to Dec) after next
- c) to consider any other business.

##### **4.2 December/January meeting**

- a) to estimate expenditure, income, bank balances and reserves at the year end
- b) to prepare a budget for the following year
- c) to recommend options for the Precept for the next financial year for the decision and approval of the Parish Council.

## **PLANNING COMMITTEE**

### **1 SCOPE**

The PLANNING committee is responsible for assessing Planning applications affecting the Parish in line with National and B&NES council policies and makes recommendations on their suitability. The views of parishioners and other agencies will be considered whenever possible in discussions at Parish Council meetings.

### **2 MEMBERSHIP**

All Parish Councillors shall be members. The quorum for the meeting shall be no less than one third of the Parish Council membership ie no less than 5 Councillors.

### **3 MEETINGS**

- 3.1 a) Planning applications, with planning references, will be a standing Agenda Item for every Parish Council meeting.
- 3.1 b) Site visits of applications may be held outside the main Parish Council meeting by at least 3 members, as and when required and when officially requested by the Planning Committee, i.e. the Parish Council, and findings reported for consideration by the full Parish Council at their monthly meeting.
- 3.2 Other meetings may be held as necessary e.g. large-scale planning applications. These can be open to parishioners and other stakeholders who may discuss applications but will not be allowed to vote.

### **4. PURPOSE**

To receive planning applications for consideration by the Parish Council, as a statutory consultee, and for them to report decisions made to B&NES as the Planning Authority.

## **STAFFING COMMITTEE**

### **1 SCOPE**

The STAFFING committee is responsible for all matters relating to staffing, including relevant formal volunteering (e.g. community library) in accordance with the National and Local Government Terms and Conditions and the Parish Council's policies. The Staffing Committee will report all relevant matters pertaining to staffing issues in a confidential session of the Parish Council where all members of the press and public shall be excluded.

### **2 MEMBERSHIP**

Membership shall consist of 4 Parish councillors. The quorum for business to proceed shall be 2 members.

### **3 MEETINGS**

3.1 A minute taker will be agreed at each meeting. The Chairman of the Staffing Committee will keep records if of a sensitive nature, otherwise minutes will be passed to the Clerk for record purposes

3.2 As and when required, to consider all aspects of successful staff recruitment and management, annual appraisals, and any other staff related matters that arise.

### **4. PURPOSE**

To ensure the calibre of staff needed to fully support the work of the Parish Council are recruited, trained, supported and retained.

### **5. Additional information**

5.1 Staff Appraisals - Each year an annual appraisal of each employee will be carried out. The purpose of the appraisal shall be to review the employee's annual achievements, identify their development needs and to set objectives for the following year in line with the Council's appraisal procedure, the employee's job description and contract of employment.

The annual appraisal of members of staff, other than the Clerk to the Council, shall be carried out by the Line Manager for that member of staff.

Feedback from suitable colleagues may be requested ahead of the meeting, and taken into account during the appraisal.

As the Clerk to the Council reports directly to the Full Council, it is best practice that 2 members of the Staffing Committee are selected for a panel to carry out the appraisal. The appraisal panel for the Clerk to the Council will not include the Chairman of the Council. Feedback from the Chairman and other Councillors may be requested by the appraisal panel ahead of the meeting and taken into account during the appraisal.

5.2 Staff Grievance or Disciplinary Matter - Should a matter arise, 3 of the Staff Committee shall be appointed to form a Staff Panel. Membership should exclude individuals involved in the matter. The timing and procedures of the Staff Panel shall follow the relevant terms in the staff contract and according to relevant national procedures. Should a Staff Panel be regarding the Clerk to the Council it will not include the Chairman of the Council, though it may receive information from them.

## **COMMUNICATIONS COMMITTEE**

### **1. SCOPE**

The COMMUNICATIONS Committee is responsible for all communication matters and specifically those relating to the Newsletter, Community Library, the Parish Council/village website, noticeboards and press releases to order to inform the Parish of the work of the Parish Council and events affecting the Parish.

### **2. MEMBERSHIP**

2.1 Membership shall consist of 4 Parish Councillors. The quorum for business to proceed shall be 2 members

2.2 A lead should be appointed for increasing local content contributions and advertising revenue of the Newsletter and one for website content

2.3 The Newsletter Editor, and Community Library Coordinator shall be ex-officio members.

### **3 MEETINGS**

To be held at least twice a year

### **4 PURPOSE**

4.1 To inform and educate about the working and decisions of the Council that will affect the Parish. This may be by directing to information on the Parish website rather than full and detailed reports.

4.2 To recommend the proposed advertising charges for the Newsletter to the Parish Council.

## **TRANSPORT and ROAD SAFETY COMMITTEE**

### **1. SCOPE**

The TRANSPORT and ROAD SAFETY COMMITTEE is responsible for the needs of all of road and footpaths users and to campaign for better bus services for the Parish

### **2. MEMBERSHIP**

Membership shall consist of 5 Parish Councillors. The quorum for business to proceed shall be 3 members

### **3 MEETINGS**

To be held at least 3 times per year

### **4 PURPOSE**

To improve safety of all road and footpath users and facilitate better bus services for the Parish.

## **YOUNG PEOPLE COMMITTEE**

### **1. SCOPE**

The **YOUNG PEOPLE COMMITTEE** is responsible for working with outside services and groups and residents to develop support for young people through facilities and activities.

### **2. MEMBERSHIP**

2.1 Membership shall consist of 3 Parish Councillors. The quorum for business to proceed shall be 2 members.

2.2 Co-option of members from any service provider would be advantageous, as would inclusion of service users.

### **3 MEETINGS**

To be held at least twice a year.

### **4 PURPOSE**

To establish the needs of young people in the Parish and that provision of services, facilities and activities meet those needs

## **b. PARISH COUNCIL WORKING GROUPS**

Working groups are set up to support longer-term specific tasks or areas of responsibility and are not time-specific. Their purpose and format shall be reviewed annually each May.

The group must appoint a notetaker for each meeting and send the notes to the Parish Clerk for retention..

### **LOCAL PLAN WORKING GROUP**

#### **1. SCOPE**

The Local Plan Working Group is responsible for:

- a) Maintaining awareness of the development and implementation of the B&NES Local Plan and responding to any consultations as needed
- b) Maintaining awareness of the progress of development of the Neighbourhood Plan by liaising with the Steering Group

#### **2. MEMBERSHIP**

Membership shall consist of 4 Parish Councillors. The quorum for business to proceed shall be 3 members .

#### **3 MEETINGS**

As and when required in order to respond to changes and developments regarding the B&NES Local Plan and the developing Neighbourhood plan

#### **4 PURPOSE**

To ensure any issues raised by the B&NES Local Plan and the Neighbourhood Plan are responded to in a timely manner and are of benefit to the Parish by

- a) correlating and framing the Parish Council comments to B&NES on either direct or indirect impacts on the Parish
- b) keeping an oversight on the progress of the Neighbourhood Plan as developed by the Neighbourhood Plan Steering Group

## **GOVERNANCE AND HEALTH AND SAFETY WORKING GROUP**

### **1. SCOPE**

The GOVERNANCE WORKING GROUP is responsible for ensuring that Standing Orders, Financial Regulations, Committee Remits, Risk Assessments and Health and Safety issues, Complaints Procedures and other legislated documentation is reviewed on a regular basis and updated as necessary. It will ensure that the council runs transparently, legally and effectively and will investigate any non-compliant issues and report them to the Full Council.

### **2. MEMBERSHIP**

Membership shall consist of 3 Parish Councillors, plus the Parish Clerk. The quorum for business to proceed shall be 2 members.

### **3 MEETINGS**

3.1 Routinely – At least twice a year, with one being in February to give time for any changes to be presented to the Parish Council for consideration prior to the Annual Meeting of the Parish Council.

3.2 When a non-compliance is reported the group shall meet to investigate and present findings to the Parish Council at the earliest opportunity

### **4 PURPOSE**

To ensure the Governance of the Parish Council is up to date and relevant, and complying with its Standing Orders and Remits

### **c. AD HOC WORKING GROUPS**

Ad- Hoc working groups shall be groups set up for specific tasks that may occur on an infrequent or unexpected basis. They will convene to deal with the task concerned and disband once it is completed.

### **COMMUNITY INFRASTRUCTURE LEVY (CIL) WORKING GROUP**

The Community Infrastructure Levy (CIL) Working Group shall be formed as CIL funds become available for allocation to selected projects. The working group shall be responsible for requesting, receiving and assessing applications for the legitimate use of available CIL funds. They shall select feasible proposals and make recommendations for expenditure to the Parish Council for consideration. The Working Group shall be selected from within the Parish Council on an ad hoc basis as and when funds become available and need not consist of the same members each time it is convened.

Membership shall consist of 5 Parish Councillors. The quorum for business to proceed shall be 3 members.

The Responsible Financial Officer shall be responsible for monitoring the balance of CIL funds held by the Parish Council.

## **CITIZENS' AWARDS WORKING GROUP**

The Citizens' Awards Working Group (CAWG) shall be responsible for setting and reviewing the criteria for the annual awards, the advertising and receipt of nominations for the awards and presenting recommendations to the Parish Council.

The Parish Council shall be responsible for initiating the CAWG with members taken from the Parish Council.

The Working Party shall:

- a) Draw up criteria for the selection of recipients of the Awards.
- b) Ensure that nominations for Awards are invited in good time and meet the agreed criteria.
- c) Consider all nominations received.
- d) Inform the Full Council of all nominations received and submit recommendations for approval.
- e) Carry out regular reviews of the Awards criteria.

The Working Group shall meet as often as is necessary to fulfil their duties.

Membership shall consist of 3 Parish Councillors. The quorum for business to proceed shall be 2 members.

CATEGORIES OF AWARDS shall be

**OUTSTANDING CONTRIBUTION** - for recognition of outstanding service, commitment and major contribution to the sense of community or well-being of the village.

**YOUNG PERSONS AWARD** will follow the same process as for the Outstanding Contribution to the Parish but will only be open to nominations of Young People aged 18 or under on 31 August in the year of nomination

**ELIGIBILITY** - Any person nominated must live in the parish of Timsbury and meet the agreed criteria for the award.

**NOMINATIONS** - can be made by anyone living in the Parish. They can be made in writing or electronically to the address and by the date specified and must include a narrative of no more than 500 words justifying what the person nominated has achieved and how that has contributed to village life.