



Washingborough Parish Council

TERMS OF REFERENCE

**Adopted
Jun 2021**

**Revised
21 Jun 2023**

Washingborough Parish Council

Terms of Reference

Change History

No	Change Type	Updated by	Change Summary	Approved by Council
1	Original	WPC	Created	21 Nov 2019
2	Update	WPC	Added front sheet & para 3xi	12 Oct 2022
3	Revised	WPC	Revised details of outside bodies & responsibility for Policies by F&GP	21 Jun 2023
4				

Review Interval = Annual

Chairmen's Action Group

- a. The Chairmen's Action Group shall consist of the following:
 - i. the Chairman and Vice-Chairman of the Council and the Chairman and Vice-Chairman of the Finance and General Purposes Committee,
 - ii. in the event of the Chairman of the Council being absent the Vice Chairman will preside (the quorum will be three members),
 - iii. the Parish Clerk for the purpose of taking the minutes.
- b. This Group shall meet as required basis as determined by the Chairman or Vice-Chairman or, in the case of their unavailability, the Parish Clerk,
- c. Minutes of any meeting must be recorded and shall be on the agenda of the next Full Parish Council Meeting,
- d. It is the responsibility of this Group to deal with items of an urgent nature, which need to be dealt with prior to the next scheduled Council meeting,
- e. For such purpose the Group has delegated authority to incur expenditure, provided provision for such expenditure was made in the Precept or the Parish Council has specifically authorised the Group to incur unbudgeted expenditure on its behalf,
- f. The Financial Regulations shall apply at all times,
- g. The Standing Orders of the Council shall apply at all times.

Finance and General Purposes Committee (F&GP)

- a. The Committee shall consist of the following:
 - i. the Chairman and Vice-Chairman of the Council,
 - ii. at least 4 other members elected by the Council,
 - iii. the Chairman and Vice-Chairman of this Committee must be members of the Council and will be elected at the Annual Parish Council meeting in May.
- b. The Committee shall meet at least 4 times each year as determined by Council. Dates and times determined by the Chairman of the Committee,
- c. In the absence of the Clerk a person shall be appointed to take the minutes,
- d. The Committee has delegated authority from the Parish Council to incur expenditure as budgeted and agreed at the Parish Council precept meeting,
- e. The Committee is responsible for ensuring that the other Committees of the Parish Council remain within budget,
- f. The Committee shall give consideration to requests from other Committees to increase expenditure above budgeted amounts and make recommendations to the Parish Council for approval,
- g. It is the responsibility of this Committee:
 - i. to monitor the overall financial performance of the budget against estimates (capital and revenue),
 - ii. to draw up the Precept in January each year,
 - iii. to settle and keep under review the format and presentation of the Council's budgets and financial accounts,
 - iv. to ensure that the Insurance cover is adequate,
 - v. to review annually all employees' rates of pay,
 - vi. to determine how any unbudgeted expenditure may be funded,
 - vii. to review the quarterly financial accounts as produced by the RFO and
 - viii. to assist the Clerk to apply for any grant aid or public works loans if required.
- h. The Financial Regulations shall apply at all times,
- i. The Standing Orders of the Council shall apply at all times.

Staffing Panel

- a. It is the responsibility of this Panel:
 - i. To arrange for the signing off of Employment (personnel) policies,
 - ii. To be the focal point of all staffing issues and consider and make recommendations to Full Council on any staffing related issue,
 - iii. To keep up to date with developments in employment law and check that the Council complies with the appropriate requirements,
 - iv. To keep up to date with developments in staff related Health and Safety law and check that the council complies with appropriate requirements including risk assessments,
 - v. To act as Management in the event of progression to Stage 2 or 3 meetings as per the Managing Attendance Policy,
 - vi. To act as a Disciplinary Panel for Stages 2 and 3 as per the Disciplinary and Grievance Policy,
 - vii. To conduct a review of contracts, staffing policies and procedures in place on a regular basis,
 - viii. To have responsibility to conduct annual and interim appraisals for the clerk and to ensure that all other staff have an annual appraisal,
 - ix. To recommend job descriptions and take a lead on the recruitment and selection of staff,
 - x. To recommend the training and qualifications needs for staff.
 - xi. To authorize the annual leave of the Clerk.
- b. The Staffing Panel may recommend a further Sub-Panel of three members, if necessary, for investigation purposes or an appeal hearing of a grievance,
- c. The Staffing Panel may recommend to Council if an investigator should be appointed in the event of a grievance.

Clerks Delegated Powers

Council has resolved the following as the Clerks Delegated Powers

- a. to ensure that the Community Centre is clean and that the fixtures and fittings are safe and in order,
- b. to ensure that the exterior of the building is safe and well maintained,
- c. to ensure that all necessary service checks are carried out annually or otherwise in accordance with any certificates,
- d. to obtain estimates or quotes for any required equipment or facilities in accordance with the Financial Regulations,
- e. the review and order of the annual grass cutting maintenance contract in Chapel Park,
- f. to ensure that Chapel Park Pond is not overgrown,
- g. to regularly inspect safety from fallen trees and branches,
- h. to ensure that there are adequate litter bins and that they are in good condition,
- i. to ensure that there are adequate dog bins, they are emptied regularly and are in good condition,
- j. to arrange the provision of the Christmas tree and lights,
- k. to deal with as necessary the growth of any overhanging tree, hedge or shrub,
- l. to canvas, by email or other means, the comments of Councillors with regard to planning applications, which fall outside of a Council meeting, and return these comments as appropriate,

- m. where, for any reason, a regular Council meeting is not held but invoices are due for payment which cannot wait for authorisation at the next Full Parish Council meeting, the clerk is delegated the authority to pay these invoices and to retrospectively seek authority from Council,
- n. To provide recommendations or findings as appropriate.

Committees on which the Parish Council has Representation.

Twinning Association

The village is twinned with Orgerus in France and annual exchange visits take place usually in May and October. The Parish Council has one representative on the Twinning Association's committee. Meetings are held irregularly, as required, to arrange the visits or fundraising events. Parish Council representative report back to the Parish Council.

Washingborough Garrett's and Clarke's Charities (also known as Washingborough Garrett's Charities)

The Trustees meet once a year in either November or December. They make small grants to approximately 30 infirm or elderly residents in Washingborough at Christmas time. The trust deed provides for there to be four Parish Council representatives: two from Heighington and two from Washingborough.

The Pyke & Eure / George Walker Educational Foundation (Pyke & Eure)

This charity, on which the Parish Council has one representative, gives grants to students living in Washingborough or Heighington to help meet the costs of books or other items. The Annual General Meeting is held in March / April and another meeting in September / October to consider grant applications.

Four Parishes Cluster Group

Two Parish Council representatives from each of the villages of Branston, Canwick, Heighington and Washingborough, together with District and County Council representatives and occasionally other agencies, meet quarterly. Each parish takes its turn to host the meetings.

Working Parties

- a. Working Parties can be appointed by either the Parish Council or a committee to carry out a particular task and report back,
- b. The number of councillors in a Working Party should be a minimum of 3 and a maximum of 5, with a quorum of 2,
- c. The remit of the Working Party will be determined by the council or the committee who requested it and a timescale will be agreed. A facilitator will be nominated, who will then organise subsequent meetings of the working party,
- d. Working Parties have the option to meet remotely online,
- e. Notes of Working Party meetings should be kept,
- f. Working Parties have no power or authority to make decisions, neither do they have a budget or authority to purchase.