



Rushmere St. Andrew Parish Council

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RUSHMERE ST ANDREW PARISH COUNCIL

PARISH COUNCIL POLICY ON COMMITTEES, WORKING PANELS AND REPRESENTATIVES

1. INTRODUCTION

- 1.1 This document sets out the structure, function and membership of the Committees, Sub-Committees and Working Panels of Rushmere St Andrew Parish Council.
- 1.2 The decision to appoint Executive Committees, Sub-Committees and Working Panels rests with the Parish Council all of which are subject to Standing Orders of the parish council.
- 1.3 Section 3 of this Policy Document deals with the appointment of persons as members of external committees, associations or other bodies as Representatives of the Parish Council.

2. Wards and councillor representation

- 2.1 The civil parish of Rushmere St Andrew is divided into three electoral wards viz. Village Ward (3 councillors), Tower Ward (10 councillors) and Beech Ward (2 councillors). Tower and Beech Ward are south of the A1214 whilst Village Ward is to the north. Consideration is made that membership of committees, sub-committees and working panels will reflect a balance of representation across the parish.

3. Delegated Powers

- 3.1 The notation [***DP***] is used to signify that the Committee has the authority of the parish council to take the decisions as Delegated Power without referral to full council. Decisions made under delegated power must be reported to council and documented at the earliest opportunity. Further, decisions made under delegated powers will be subject to rules contained within council Standing Orders and Financial Regulations.

4. Public Accountability

- 4.1 Under the Freedom of Information Act 2000, all approved minutes of parish council business are considered to be in the Public Domain.



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5. Policy on Committees and Advisory Panels

5.1 The need for Committee, Sub-committees and Working Panels is briefly stated as follows:

- To enable more effective use of parish council time
- To ensure issues are given appropriate time for consideration
- To enable access to sources of expertise to inform discussion
- To broaden councillor's understanding of parish council activities

6. Membership Of Committees, Sub-Committees And Working Panels

- The chair and vice-chair of the PC are ex-officio members of all committees, sub-committees and working panels where they will have full voting rights
- The four Committees of the Parish Council will be the Community Engagement and Communications Committee (CEC), the Planning and Transportation Committee (P&T), the Environment and Services Committee (E&S) and the Complaints Committee.
- Each Committee shall have a minimum of 8 elected councillors, subject to a maximum number of one less than the full council number of elected councillors.
- Consideration should be given to a suitable range of experienced and less-experienced councillors when forming Committees
- the Chairman of each committee, subcommittee or working panel will be elected as the first business of the newly constituted committee and thereafter at the first committee meeting following the Annual Meeting of the Parish Council
- In the absence of the chairman any elected member may preside over the meeting
- Three additional members of the public can join the E&S; P&T or CEC Committees but only in an advisory capacity.
- The committee will have powers to form sub-committee(s) or working panel(s)
- Other parish councillors may attend meetings of the committee; such councillors will not have voting rights
- Members of the public may attend a meeting of the committee and will be given permission to speak as per the standing orders
- Councillors from East Suffolk and Suffolk County Council, elected to serve the parish, are welcome to attend meetings of the EAS committee. They will be offered opportunity to speak, present relevant



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information and, at the chairman's discretion may be called upon to advise on matters under discussion during the meeting.

7. Membership Of Sub-Committees And Working Panels

- Sub-Committees and Working Panels may be constituted by Committees subject to their Terms of Reference.
- Members of the public may be appointed to broaden the scope of discussion and to offer expertise on a topic
- Sub-Committees and Working Panels shall have a minimum of three elected councillors, along with a maximum of three non-elected persons. The chair and vice chair of the parish council will be ex-officio members. For practical purposes the maximum number of personnel should be 10.

8. Quorum

- The quorum for Committees, Sub-Committees and panels shall be a third or at least 3 councillors

9. Community Engagement and Communication Committee [*DP*]

9.1 To be responsible for:

- the identification and implementation of events and activities to meet the needs of parishioners, particularly those who are socially isolated
- delivering solutions through the establishment of support mechanisms by working with local partner agencies
- developing a calendar of events to include the Annual Parish meeting, Armistice Day and a Christmas Event
- organising speaker(s) and organisations for the Annual Parish Meeting
- promoting council events within the community and, where appropriate, to a wider audience
- being a contact point and liaising with local organisations within the parish and, where appropriate include their activities and events in the annual calendar.
- signposting the presence of other services and providers within the community
- developing and managing the digital presence of the parish council
- regular publishing of articles in local news and community publications



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- encouraging and promoting further community engagement by publishing positive outcomes of activities and events

9.2 Full details of the activities of the CEC committee are contained in the Terms of Reference Document for this Committee.

10. Planning and Transportation Committee [*DP*]

10.1 To be responsible for dealing with:

- Commenting on planning applications that the parish council have been consulted on as a statutory consultee
- tree preservation order applications that the parish council have been consulted on as a statutory consultee enforcement issues and other planning matters
- the Neighbourhood Plan
- highway matters, including drainage and vegetation control
- footway issues
- liaison with the Speedwatch team
- the Speed Indication Devices (SIDs) – their deployment and analysis of data collected
- matters concerning public transport
- liaison with relevant Community Partnership forums

10.2 Full details of the activities of the Planning and Transportation Committee are contained in the Terms of Reference Document for this Committee.

11. ENVIRONMENT AND SERVICES COMMITTEE [*DP*]

11.1 To be responsible for:

- Protection and maintenance of areas of land solely owned by the parish
- To work in conjunction with other agencies to protect and maintain areas of land in the parish under joint responsibility eg. Local Nature Reserves
- Maintenance of village ponds and surroundings
- In conjunction with the Allotments Manager to maintain the parish Allotments
- In conjunction with the Registrar of Burials to maintain the Lawn Cemetery
- Provision and maintenance of Play Spaces, Playing Fields and Play Equipment
- Safety inspections of Play Spaces, Fields and Equipment
- Review of play and recreational facilities for all ages in the parish



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- Complying with relevant outcomes of the Neighbourhood Plan
- Liaison with relevant Community Partnership Forums.

11.2 Full details of the activities of the Environment and Services Committee are contained in the Terms of Reference for this Committee.

12. Complaints Committee

12.1 To be responsible for:

- Resolving complaints received from councillors, officers and members of the public
- Resolving complaints from other bodies eg suppliers, contractors and local authorities

12.2 The Complaints Committee will work to the Terms of Reference for this Committee.

13. Other Committees

13.1 From time to time a need may arise for a new topic to be examined in detail. Where appropriate a sub-committee or working panel may be the most suitable vehicle for dealing with such matters. The parish council will ask the appropriate Committee to set up a sub-committee or working panel under the agreed terms of reference of that committee.

14. Report Of Activities

14.1 Unapproved minutes of committee meetings shall be formally ratified at the next meeting of that committee and reported to the full parish council. Once approved the minutes will be made available on the parish website.

14.2 Minutes of meetings will be approved by each committee presented to the next full council meeting to note. Once approved, the minutes will be posted on parish notice boards and the website.

14.3 Minutes of meetings held by sub-committees and working panels may be presented either to a full council meeting or a meeting of the "parent" executive committee.

15. Financial Authority

15.1 The CEC, E&S and P&T Committees of the parish council will prepare an annual forecast of proposed spending and present this to the budget forming meeting of the full council held in December of each year.

15.2 Based on forecast budgets, the parish council will recommend a parish precept for purposes of setting council tax rates for the following year.



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- 15.3 These committees have Delegated Powers and are able to authorise spending according to council Standing Orders.
- 15.4 Sub-committees and working panels will not have spending powers. They will report to either full council or their parent committee to authorise spending recommended as a result of their deliberations.

16. Councillor Representatives

- 16.1 The parish council will select the following councillor representatives. From time to time, it may be appropriate for the full council or a committee to select a new representative to another organisation.
- 16.2 Representatives selected to external organisations are expected to report to the appropriate committee or full council.
- 16.3 Councillor Representatives:
- Community Emergency Adviser
 - Public Footpath Representative
 - Public Transport Liaison including Passenger Forums
 - Representative to the Parish Halls, Rushmere St Andrew Management Committee
 - Representative to the Suffolk Association of Local Councils (SALC)
 - Representative to Woodbridge & District ASB Tasking Meetings
 - Representative(s) to the Community Partnership, Road Safety and Rewilding Forums