

APPENDIX  
TO STANDING ORDERS

DESIGNATIONS, FUNCTIONS AND POWERS OF STANDING COMMITTEES

(Standing Orders 3, 4 and 15, and Financial Regulations 4 refer.)

1. The Standing Committees and their terms of reference shall be:
  - a) **Finance & General Purposes** (6 elected members)  
To deal with and be responsible on behalf of the Council for matters of urgency and general policy as necessary; review of the council's procedures; financial control generally; Council employees; parish records and such other matters as may from time to time be referred by the Council.
  - b) **Planning** (6 elected members)  
To deal with all planning matters affecting the parish, including tree preservation.
  - c) **Cemetery & Allotments** (6 elected members)  
To deal with and be responsible for those matters referred to it by the Council, relating to the cemetery (including approach road), Council allotments, Granhams Road Clay Pit and public drains (awarded water courses)
  - d) **Recreation Ground** (6 elected members)  
To deal with and be responsible for those matters referred to it by the Council relating to the recreation ground and car park, and watercourses within the parish boundary.
  - e) **Highways** (6 elected members)  
To deal with and be responsible for those matters referred to it by the Council, relating to roads and adjoining footways, trees on or adjacent to highways, traffic problems generally, bus shelters, street lighting, public transport, parish notice boards and public seats adjoining the highway, War Memorial, Garden of Remembrance, London Road open space and public footpaths.
1. Standing Committees, except the Finance and General Purposes, shall meet as often as necessary and minor routine matters affecting a Committee's terms of reference shall be dealt with by the Chairman concerned, together with the Chairman of the Parish Council.
2. The Finance and General Purposes shall meet as and when necessary and always in any month when there is no meeting of the Council. Provided that the Chairman, or Vice-Chairman, of the Council is present at the meeting concerned, the Finance and General Purposes Committee shall assume the functions and powers of the Council.
3. Standing Committees other than the Finance and General Purposes, may include co-opted members equal to one third of their elected membership. These members may be councillors or not, as the Standing Committee concerned may decide.

4. Standing Committees shall present reports of all their meetings to the first Council or Finance and General Purposes Committee meeting. Such reports, as far as practicable, to be in writing, and to accompany the agenda for the Council/Finance and General Purposes Committee meeting concerned.
5. A copy of incoming letters etc: relating to the functions of a particular Standing Committee shall be sent by the Clerk to the Chairman of the Committee concerned. Committee correspondence shall be conducted through the Clerk. A copy of every important letter including any issued by a Committee shall be retained by the Clerk.
6. Subject to the Council's Financial Regulation No: 4 Standing Committees shall have power to take action and incur expenditure not exceeding £5,000, on any specific matter delegated to it by the Council or any other urgent matter except one of major importance, always provided that the Chairman, or Vice-Chairman, of the Council is present at the meeting concerned. The Committee concerned shall decide whether a matter is of major importance.

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**ANNUAL CALENDAR OF COUNCIL, ETC; MEETINGS**

|           |                                     |
|-----------|-------------------------------------|
| May       | Statutory Annual Meeting            |
| June      | Council Meeting                     |
| July      | Statutory Meeting                   |
| August    | Finance & General Purpose Committee |
| September | Council Meeting                     |
| October   | Statutory Meeting                   |
| November  | Council Meeting                     |
| December  | Finance & General Purpose Committee |
| January   | Statutory Meeting                   |
| February  | Council Meeting                     |
| March     | Council Meeting                     |
| April     | Council Meeting                     |

\* Annual Parish Meeting – To be held between 1<sup>st</sup> March and 1<sup>st</sup> June

\* Annual Parish Meeting may be preceded by a meeting of the Council, or Finance and General Purpose Committee, as may be decided at Council meeting held in month preceding Parish meeting.