

SONNING COMMON PARISH COUNCIL

Committee Terms of Reference

Approved by the Parish Council on 17 January 2011 – Minute 11/22.

PLANNING COMMITTEE

1. Delegated executive power (subject to 2 AND 3 below) to respond on behalf of the parish Council to planning application consultations submitted via the District Council. The Committee may recommend approval, refusal, refusal referring amendment or No Strong Views. It may also negotiate a longer consultation period with the District Council.
2. The Council can decide to supersede the powers in point 1 and request that any specific application be brought before the full Council at a General Meeting for decision.
3. The Planning Committee may, if it so wishes, request the full Council to consider and resolve any particular planning application.
4. The Planning Committee may approach the District Council regarding infringements of agreed planning specifications.
5. The Planning Committee monitors applications granted by the District Council.
6. The Committee will inform the Council of its decisions through the circulation of Committee minutes and will provide the Council with further information or explanations if requested at a General Meeting.
7. Delegated executive power to respond as appropriate to any alleged infringement within the village of the Town and County regarding Advertisements and Signage Regulations 2007.
8. Committee will meet twice a month as indicated in the Council calendar.
9. The Planning Committee must allow other members of the Council and members of the public to be present at meetings.
10. Number of Councillors on Committee as determined by the Council. Quorum of 3 or 1/3 (which ever is the higher number).

GENERAL PURPOSES COMMITTEE - Now amalgamated into full Council on trail run

1. *Delegated executive powers to consider and resolve matters relating to the following (subject to 2, 3 and 4 below):*
 - *Footpaths and highways*
 - *Grass cutting, hedges and verges*
 - *Transport and road safety*
 - *Allotments*
 - *Bus shelters*
 - *Widmore Pond*
 - *Village Hall car park and recycling bins*
 - *Cleanliness of the village*
 - *Crime and disorder*
 - *Play areas*
 - *Community Plan*
 - *Correspondence*
 - *Any other matter delegated by the Council.*
2. *Proposed expenditure exceeding £500 on any single matter, except an urgent health and safety issue, must be referred to the Council (General Meeting) for a final decision, after consultation with the Finance Committee. The referral should be a General Meeting agenda item.*
3. *The full Council may decide to take over the above powers in relation to any issue in the remit of the General Purposes Committee, following a motion raising the issue on the General Meeting agenda.*

4. *The General Purposes Committee may, if it so wishes, request the full Council to consider and resolve any particular issue within the Committee's remit.*
5. *The Committee will inform the Council of its decisions/recommendations through the circulation of Committee minutes and will provide the Council with further information or explanations if requested at a General Meeting.*
6. *Number of Councillors on Committee as determined by the Council. Quorum of 3 or 1/3 (which ever is the higher number).*
7. *The Committee will meet once a month as indicated in the Council calendar*

FINANCE COMMITTEE

1. Delegated executive powers to :
 - a. Determine & monitor account balances
 - b. Monitor & agree monthly expenditure
 - c. Sign cheques on agreed accounts, or in special circumstances sign cheques out of meetings to be agreed at the next Finance Committee meeting retrospectively.
 - d. Consider grant or donation requests £250 maximum amount per application. Higher amounts to be referred to the Council (GM) with recommendations
 - e. Review current financial regulations and policies from time to time (Financial Regulations 18.1)
 - f. Sanction once a year a review of the effectiveness of the system of internal financial control by commission of an auditor, in accordance with current legislation and prior to the approval of the Annual Return. Review conclusions to be reported to the Council. (Para 1.4 Financial Regulations adopted by the Council Feb. 2000)
 - g. Approve estimates
 - h. Establish a budget to be considered by the full Council and consider expenditure recommendations from other Committees.
 - i. Monitor receipts throughout the year
2. The Finance Committee will inform the Council of its decisions/recommendations through the circulation of Committee minutes and will provide the Council with further information or explanations if requested at a General Meeting.
3. Number of Councillors on Committee as determined by the Council. Quorum of 3 or 1/3 (which ever is the higher number).
4. The Committee will meet once a month as indicated in the Council calendar
5. The Finance Committee must allow other members of the Council and members of the public to be present at meetings.

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