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| **SOUTHBOURNE PARISH COUNCIL****TERMS OF REFERENCE: SOUTHBOURNE PARISH COUNCIL****Adopted 14th May 2024** |
| **Members of the Authority All Parish Councillors** **Quorum = 5****Frequency of Meeting = Monthly (with the exception of August)**To deal with all Powers and Duties not delegated to standing Committees as set out in their terms of reference or deemed to be the acts and proceedings of the Council subject to the Council’s Standing Orders and Financial RegulationsWhere acting under delegated authority, a committee may decide to refer the decision to full Council and shall make recommendations as appropriateTo take representations from the public on an agenda item if it is notified to them prior to the meeting, subject to agreement of the whole committee |
| **Function of Committee** | **Delegation of Functions** |
| **Powers of all Standing Committees*** To arrange extra meetings
* Cancel or postpone meetings
* Appoint sub-committees, working groups or task & finish groups where deemed necessary
* Delegated control of budget
 | Chairman of Committees in consultation with Parish ClerkCommitteesCommittees in accordance with Council |
| **Governance**To monitor the actions of Committees and to receive copies of Minutes and RecommendationsTo Approve the Schedule of Meetings for Council and CommitteesCo-option of a Member of the CouncilCo-option of non-councillor as member of committeeTo Review and Agree the Terms of Reference including Committees and working groupsTo Review and Approve new or reviewed Polices including -Standing Orders-Financial RegulationsAsset Register to maintain and review asset manager listAppointment of Councillors to Committees and representative to outside bodiesAdoption of Standing Orders, and Financial RegulationsAdoption or change of policy and proceduresElection of Chairman of the CouncilReview and adoption of Code of Conduct for CouncillorsDecision on issues relating to Data Protection Freedom of informationSouthbourne & Westbourne Joint Burial Committee (JBC)Making, amending revoking or adopting ByelawsAll powers of the Council in the case of civil emergency or in cases of urgency | CouncilCouncilCouncilCouncil with recommendation to CommitteesCouncilCouncilCouncilOperational management Parish ClerkCouncilOperational management Parish ClerkCouncil Council CouncilCouncil in consultation with Parish Clerk and Committee ChairsCouncil with recommendation from JBC CommitteeCouncil |
| **Financial**Oversee the management of the Councils financesApproval of Annual Returns & Statement of AccountsSetting of Precept and BudgetsTo monitor the Councils capital, income and expenditure and budgets including requests from Committees relating to additional expenditureApproval of any overspend and virements in accordance with Financial RegulationsApproval of Banking arrangementsApproval of Orders for works, goods or servicesAudit arrangements Insurance ArrangementsTo be responsible for the Parish Councils risks as detailed in the Parish Councils Risk AssessmentCIL – Monitoring of CIL receipts and expenditure**Grants**To receive and determine applications for Grant Aid  | Council in accordance with Financial Regulations and in consultation Clerk/RFOCouncil in accordance with financial Regulations Council in accordance with Financial RegulationsCouncil to approve External and Internal Auditreport Clerk/RFO to prepare and present reports for CouncilCouncilOperational Management Parish Clerk |
| **Communication and Technology**To oversee and review the Parish Councils Website and Social Media PlatformsOversee technology in association with Parish Council business and activities including procurement and supportTo review and advise on Data Protection Freedom of Information and GDPR requirements | Council Strategic overviewOperational procedures Parish Clerk & OfficersCouncil Strategic overviewOperational procedures Parish Clerk & OfficersCouncil Strategic overviewRecommendation to CouncilOperational procedures Parish Clerk & Officers |
| **Staffing** | Council with recommendation from Staffing committee |
| **Delegated Services**County and DistrictTo take on services from other local authorities or public bodies or General Power | Council(LGA 1972, Localism Act 2011) |
| **GREENSPACE**To oversee and manage all areas of Greenspace Recreation Ground including: * area known as the Triangle
* the Pavilion
* play area
* play equipment
* adult gym equipment
* football pitch

To manage the upkeep and maintenance of the recreation ground including grass keeping and upkeep of boundaries and any associated equipmentRecreation Ground EventsOversee hiring arrangements of Recreation Ground and PavilionIssuing of related licencesTo undertake formal inspections of the play equipment including the consideration of any maintenance/repairs and replacement as requiredTo carry out monthly visual inspections of play equipment and any other SPC owned equipment such as lawnmower, strimmer, pitch marker etc.**Pavilion**To manage the upkeep and maintenance of the pavilion and consider any contractual arrangements**Prinsted area including**:* Foreshore
* Liaison with Sea Scouts
* Area as indicated by Land Registry

**Shed**To manage the upkeep and maintenance**Trees**Including management, planting and TPO’s **Southbourne Environment Group*** Trees
* Wildlife Corridors
* Litter Picking
* SSSI’s
* Planting within the Parish
 | Operational management Parish Clerk & OfficersCouncil for strategic overviewOperational management Parish ClerkRecreation Ground Contract/CaretakerCouncil for strategic overviewOperational management Parish Clerk and OfficersCouncil to consider fees and terms Operational Management – Parish Clerk and OfficersCouncil to consider contractual arrangements and costsOperational Management Parish Clerk and OfficersRecreation Ground Contract/Caretaker with report to Parish ClerkCouncilOperational management Parish ClerkRecreation Ground Contract/CaretakerCouncilOperational management Parish ClerkCouncilOperational management Parish ClerkCouncil with recommendation and liaison with Southbourne Environmental GroupsSouthbourne Environmental Group with recommendation to Council on budgetary expenditure |
| **COMMUNITY & SERVICES**To lead and encourage effective community engagement throughout the Parish to establish a clear understanding of issues affecting residents and users of the Parish To promote and support local community and voluntary organisations To regularly assess the effectiveness of engagement with the communityReview available resources to achieve desired aims  | Council for strategic overviewOperational Management Parish Clerk and Officers |
| **PUBLIC REALM & FACILITIES*** Defibrillators
* Bike Racks
* Noticeboards
* Signs
* War Memorial
* Memorial Benches
* Events
* Homeoak
* Stein Road
* Dog and Waste Bins
* Bus Shelters\*
* Flagpoles\*
* Village Signs

*\* Power (not duty) to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4* | Council for strategic overview Operational Management Parish Clerk and Officers |
| **CHILDREN AND YOUNG PEOPLE**Support public and community facilities for the youngCoordinate the involvement of young people in decision making(i.e., Youth Councils/forums)  | Council for strategic overviewOperational Management Parish Clerk and Officers |