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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 Regulations  Where acting under delegated authority, a committee may decide to refer the decision to full Council and shall make recommendations as appropriate  To 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 Clerk  Committees  Committees in accordance with Council |
| **Governance**  To monitor the actions of Committees and to receive copies of Minutes and Recommendations  To Approve the Schedule of Meetings for Council and Committees  Co-option of a Member of the Council  Co-option of non-councillor as member of committee  To Review and Agree the Terms of Reference including Committees and working groups  To Review and Approve new or reviewed Polices including  -Standing Orders  -Financial Regulations  Asset Register to maintain and review asset manager list  Appointment of Councillors to Committees and representative to outside bodies  Adoption of Standing Orders, and Financial Regulations  Adoption or change of policy and procedures  Election of Chairman of the Council  Review and adoption of Code of Conduct for Councillors  Decision on issues relating to Data Protection Freedom of information  Southbourne & Westbourne Joint Burial Committee (JBC)  Making, amending revoking or adopting Byelaws  All powers of the Council in the case of civil emergency or in cases of urgency | Council  Council  Council  Council with recommendation to Committees  Council  Council  Council  Operational management Parish Clerk  Council  Operational management Parish Clerk  Council  Council  Council  Council in consultation with Parish Clerk and Committee Chairs  Council with recommendation from JBC Committee  Council |
| **Financial**  Oversee the management of the Councils finances  Approval of Annual Returns & Statement of Accounts  Setting of Precept and Budgets  To monitor the Councils capital, income and expenditure and budgets including requests from Committees relating to additional expenditure  Approval of any overspend and virements in accordance with Financial Regulations  Approval of Banking arrangements  Approval of Orders for works, goods or services  Audit arrangements  Insurance Arrangements  To be responsible for the Parish Councils risks as detailed in the Parish Councils Risk Assessment  CIL – 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/RFO  Council in accordance with financial Regulations  Council in accordance with Financial Regulations  Council to approve External and Internal Audit  report  Clerk/RFO to prepare and present reports for Council  Council  Operational Management Parish Clerk |
| **Communication and Technology**  To oversee and review the Parish Councils Website and Social Media Platforms  Oversee technology in association with Parish Council business and activities including procurement and support  To review and advise on Data Protection Freedom of Information and GDPR requirements | Council Strategic overview  Operational procedures Parish Clerk & Officers  Council Strategic overview  Operational procedures Parish Clerk & Officers  Council Strategic overview  Recommendation to Council  Operational procedures Parish Clerk & Officers |
| **Staffing** | Council with recommendation from Staffing committee |
| **Delegated Services**  County and District  To 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 equipment  Recreation Ground Events  Oversee hiring arrangements of Recreation Ground and Pavilion  Issuing of related licences  To undertake formal inspections of the play equipment including the consideration of any maintenance/repairs and replacement as required  To 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 & Officers  Council for strategic overview  Operational management Parish Clerk  Recreation Ground Contract/Caretaker  Council for strategic overview  Operational management Parish Clerk and Officers  Council to consider fees and terms  Operational Management – Parish Clerk and Officers  Council to consider contractual arrangements and costs  Operational Management Parish Clerk and Officers  Recreation Ground Contract/Caretaker with report to Parish Clerk  Council  Operational management Parish Clerk  Recreation Ground Contract/Caretaker  Council  Operational management Parish Clerk  Council  Operational management Parish Clerk  Council with recommendation and liaison with Southbourne Environmental Groups  Southbourne 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 community  Review available resources to achieve desired aims | Council for strategic overview  Operational 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 young  Coordinate the involvement of young people in decision making  (i.e., Youth Councils/forums) | Council for strategic overview  Operational Management Parish Clerk and Officers |