



## FINANCE COMMITTEE

### TERMS OF REFERENCE

#### **Purpose of the committee**

The overall purpose of this committee is to ensure that the council's finances, staffing, and its statutory obligations are conducted in accordance with good practice, and to administer services, which are not the responsibility of the other standing committees.

- To conduct effectively the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council's work under review.
- To submit to the Council estimates of income and expenditure of the Council on continuing services and of payments for the next financial year and make a recommendation as to the Council's Precept.
- To regulate and control the finance of the Council.
- To be responsible for expenditure within the limits previously approved by the Council.
- To consider and approve as appropriate requests from other committees to incur expenditure greater than already approved by the Council, and also to consider any such requirement in respect of its own expenditure.
- To have charge of the financial and accounting arrangements of the Council.
- To consider any matters affecting member's allowances.
- To consider applications for grants and to approve such grants.
- To authorise all payments.

#### **Membership**

1. Membership of the Committee shall be all 14 councillors as voting members.
2. For the purpose of this committee the quorum for the Committee shall be 5 (five) councillors.
3. The Chair will be elected at the Councils Annual General Meeting.
4. There will be no Vice-Chair; if the Chairman of the Committee is unable to attend any meeting, the Chairman of the Council shall automatically take the Chair. If he/she is not available, then the first item of business shall be to appoint a Chair.

#### **Operations**

5. The Terms of Reference will be reviewed annually and updated where necessary.
6. The Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Hope Community Council Annual Meeting.
7. The Committee shall meet 11 times a year with August as a recess month.
8. If necessary, the meeting of the committee will be incorporated to the full council meeting.
9. The Clerk of the Council will be responsible for the servicing of the committee.

#### **Delegated Powers**

10. The Committee has delegated powers to authorise expenditure and consider proposals that fall within its remit and that is within the Committee's agreed budget.
11. The Committee has delegated powers to act on and resolve issues that arise from its remit.



## PLANNING AND HIGHWAYS COMMITTEE

### TERMS OF REFERENCE

#### **Purpose of the committee**

The overall purpose of this Committee is to manage all planning and highways issues that arise within the community. The remit shall extend to the following:

- To review and respond to Planning applications
- To consider and respond to Planning appeals
- Planning decisions (for noting)
- Consultation response that fall under the remit of this Committee
- Changes to national policy legislation that fall under the remit of this committee
- Planning enforcement matters for referral to the County Council
- Footpath matters
- Highway matters such as; speeding, traffic calming
- Street naming and numbering
- Matters relating to the Community Council owned street lights
- To maintain responsibility for CCTV equipment
- To maintain, co-ordinate Christmas lighting within the villages
- To continually review the Transport, Traffic and Travel Strategy
- To consider and submit to the Council estimates of income and expenditure on continuing services for the following year.
- Members information items that fall under the remit of this Committee

#### **Membership**

1. Membership of the Committee shall be all 14 councillors as voting members.
2. For the purpose of this committee the quorum for the Committee shall be 5 (five) councillors.
3. The Chair will be elected at the Councils Annual General Meeting.
4. There will be no Vice-Chair; if the Chairman of the Committee is unable to attend any meeting, the Chairman of the Council shall automatically take the Chair. If he/she is not available, then the first item of business shall be to appoint a Chair.

#### **Operations**

5. The Terms of Reference will be reviewed annually and updated where necessary.
6. The Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Hope Community Council Annual Meeting.
7. The Committee shall meet 11 times a year with August as a recess month. However, the Chair of the Council and the Chair of the Committee shall meet during the recess period to review current applications.
8. If necessary, the meeting of the committee will be incorporated to the full council meeting.
9. The Clerk of the Council will be responsible for the servicing of the committee.

#### **Delegated Powers**

10. The Committee has delegated powers to authorise expenditure and consider proposals that fall within its remit and that is within the Committee's agreed budget.
11. The Committee has delegated powers to act on and resolve issues that arise from its remit.



## LEISURE AND ENVIRONMENT COMMITTEE

### TERMS OF REFERENCE

#### **Purpose of the committee**

The overall purpose of this committee is to discharge effectively and economically the Council's duties in the scopes of horticultural and recreational and leisure activities and to develop policies in these areas.

- To consider and implement, as appropriate, proposals for the promotion and development of sports, playing fields, recreation grounds, children's play areas and public open spaces.
- To manage and maintain Caergwrlle Castle, including agreed partnerships and Management Plans.
- To encourage and sponsor, recreational, social and cultural activities throughout the village.
- To ensure the proper management of the recreation and amenity facilities provided by the Council.
- To oversee the contract for the provision of horticultural services to Hope Council.
- To maintain liaison with Flintshire County Council and other local and regional bodies established for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.
- To consider and submit to the Finance Committee estimates of income and expenditure on continuing services for the following year.
- To be responsible for expenditure within the limits previously approved by the Council for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.

#### **Membership**

1. Membership of the Committee shall be all 14 councillors as voting members.
2. For the purpose of this committee the quorum for the Committee shall be 5 (five) councillors.
3. The Chair will be elected at the Councils Annual General Meeting.
4. There will be no Vice-Chair; if the Chairman of the Committee is unable to attend any meeting, the Chairman of the Council shall automatically take the Chair. If he/she is not available, then the first item of business shall be to appoint a Chair.

#### **Operations**

5. The Terms of Reference will be reviewed annually and updated where necessary.
6. The Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Hope Community Council Annual Meeting.
7. The Committee shall meet 11 times a year with August as a recess month.
8. If necessary, the meeting of the committee will be incorporated to the full council meeting.
9. The Clerk of the Council will be responsible for the servicing of the committee.

#### **Delegated Powers**

10. The Committee has delegated powers to authorise expenditure and consider proposals that fall within its remit and that is within the Committee's agreed budget.
11. The Committee has delegated powers to act on and resolve issues that arise from its remit.



## PERSONNEL (ADVISORY) COMMITTEE

### TERMS OF REFERENCE

#### Purpose of the committee

The overall purpose of this advisory committee is to effectively and efficiently discharge the Council's duties as an Employer.

- Annual appraisal of the Clerk
- To support the Clerk with Annual appraisals of staff
- Reviews of Terms & Conditions of Service & Salaries
- To consider any changes to Staffing Levels
- To recruit & select of Staff
- To prepare and review Job Descriptions
- To prepare and review Person Specifications
- To prepare and review Contracts of Employment
- To review as appropriate the Health & Safety Policies and Procedures
- To review as appropriate the Equality, Diversity & Inclusion Policy and the Disciplinary and Grievance Policies and Procedures
- To undertake hearings for Disciplinary and Grievance matters in accordance with the Council's Disciplinary and Grievance Procedures
- To deal with Disciplinary and Grievance matters to a final conclusion, only reporting to Council when the time for any appeal has passed.

#### Membership

1. Membership of the Committee shall be 7 councillors appointed annually at the Annual General Meeting as voting members, this will include the Chairman or the Vice Chairman of Council but NOT both. Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.
2. For the purpose of this committee the quorum for the Committee shall be 5 (five) councillors.
3. The Chair will be elected at the Councils Annual General Meeting.
4. There will be no Vice-Chair; if the Chairman of the Committee is unable to attend any meeting, the Chairman of the Council shall automatically take the Chair. If he/she is not available, then the first item of business shall be to appoint a Chair.

#### Operations

5. The Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Hope Community Council Annual Meeting.
6. The Committee shall meet a minimum of once a year and thereafter as the workload requires.
7. The Clerk of the Council will be responsible for the servicing of the committee, and where inappropriate *eg disciplinary/grievance* will be serviced by a nominated member.

#### Delegated Powers

8. The Advisory Committee does not have delegated powers other than to undertake hearings for Disciplinary and Grievance and to deal with Disciplinary and Grievance matters to a final conclusion. Reports and recommendations will be submitted to the full council for approval.