

Rudgwick Parish Council Committees and Working Parties with Terms of Reference 2015/16

PLANNING AND FOOTPATHS

Number of Committee members: minimum of 5 plus the Chairman and Vice Chairman of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee.

Dates of Meetings: first third and fifth Monday of each month to consider planning applications subject to applications received from Horsham District Council (with additional meetings as required to meet Local Planning Authority deadlines)

Place and Time of Meetings: to be held at either the Rudgwick Hall, Bucks Green or the Jubilee Hall, Church Street at 7pm.

Roles and functions:

- To make representations to the Local Planning Authority (Horsham District Council) on any applications and amendments to applications that have been notified to the Parish Council in accordance with the Town and Country Planning Act 1990 paragraph 8 schedule 1 and any other planning matters that affect the parish.
- To consider and monitor the Parish Development plans (HDC Local Plan and County Structure Plan).
- To review the Rudgwick Village Design Statement (adopted by Horsham District Council as a supplementary planning document on the 18th September 2009) every 2 years.
- To review the Rudgwick Parish Plan every year.
- Housing Needs Surveys to be initiated and reviewed as appropriate.
- To seek high standards of planning for all new development within the parish with reference to all appropriate local and statutory planning policies and plans.
- To make effective representations in respect of all public enquiries and/or meetings in public where appropriate.
- Monitor the general environment of the Parish is so far as is possible and report any maintenance or potential hazards with regard to footpaths and bridleways and breaches in planning conditions or policies.
- Delegate to the Tree Warden all planning applications in relation to Tree Preservation Orders and make comments to the Local Planning Authority having due regard to his recommendations.
- To consider and respond to local Mineral Plan consultations
- To consider and respond to Waverley Borough and Surrey County Council development plans which impact upon the Parish.

FINANCE POLICY AND HUMAN RESOURCES

Number of Committee members: 4 plus the Chairman and Vice-Chairman of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee

Meetings to be held in: Rudgwick or Jubilee Halls.

Roles and Functions

- To recommend to the council an annual budget and precept
- To review annually and make recommendations to the Council on the following:
 - Council policies and documents
 - Insurance cover for all insured risks (agreement with Came and Co. for 3 years until 2015 – annual renewal date 1st October)
 - Hall hire charges, rents, leases and licences
- To regularly monitor income and expenditure and to make recommendations to the council
- To undertake line management responsibility for the Clerk
- Check bank reconciliations quarterly

Committee calendar and meetings to be held during the year

June

To review hire charges for Rudgwick and Jubilee Halls and rents

The Chairman of the Halls Committee to be asked to attend

October/November

Working groups to review salaries and contracts and consider the Annual Budget and Precept for the next financial year

To consider the Budget and Precept for the next financial year and make a recommendation to the Full Council

April

Review of Parish Council policies and documents

RECREATION

Number of Committee members: 4 plus the Chairman and Vice Chairman of the Parish Council

The Quorum to consist of 3 members of the committee.

Meetings to be held prior to the Field Users Meetings in September, January and April

Roles and Functions

- To maintain, manage and improve the King George V Playing Fields, Churchmans Meadow and Foxholes Wood
- To hold Field Users meetings as appropriate as part of the Parish Council Field Management. King George V playing fields management procedures to be developed.
- Clerk to refer day to day management issues to the Chairman of the Committee.

HALLS

Number of Committee members: 4 plus the Chairman and Vice Chairman of the Parish Council

The Quorum to consist of 3 members of the committee

Meetings to be held in June, September/October, February and April

Roles and Functions

- To maintain, manage and improve the Rudgwick and Jubilee Halls.
- To work with the Clerk in the day to day management of the halls
- Each member to be given specific responsibilities with regard to the halls

COMMUNITY SAFETY AND EMERGENCY PLANNING

Number of Committee members: 4 plus the Chairman and Vice Chairman of the Parish Council and co-opted members of the public
A member of the RSCC to be asked to join as the RSCC could be used in an emergency

The Quorum to consist of 3 members of the committee

Meetings to be held in July, October and February

Roles and Functions

- To compile, update and implement a village emergency plan
- To carry out walking audits of the village in October and April
- Keep under review the safety of the community within the parish and make recommendations to the council on any matters involving community safety
- Liaise with the emergency services in relation to community safety matters
- Review consultation documents from highways and emergency services and make recommendations to the council
- To organize a stall at Apple Day to promote emergency planning and household winter maintenance plans