



## **Terms of Reference – Standing Committees**

The Parish Council will appoint the following committees with the composition, quorum and role and functions indicated:

### **Assets, Community and Environment**

The Committee will comprise five or more Members.

The quorum of the Committee shall be one third of committee members with a minimum three members.

The Committee shall undertake the following role and functions;

- Responsibility for the buildings, land and amenities owned by the Parish Council;
- To oversee the management and running of any acquired land at the Ardingly Road & Buttinghill Drive developments and the Observer Field;
- To oversee Courtmead Road and the Observer Field, coordinating with Courtmead Road Residents Association on maintaining the road surface and verges;
- To make recommendations to the HR/F&GP Committee on the resources necessary to discharge functions of all assets and facilities;
- To oversee the allotments and to make recommendations to Council on the formulation of any policy or strategy in relation to the discharge of the allotments function;
- To oversee the running of the churchyard and cemetery including the overseeing of the management contract in place with Contractor;
- To oversee the skate park at Whitemans Green;
- To manage street lighting maintenance for lights in the village owned by the Council;
- To oversee the twittens and footpaths, coordinating with WSCC on maintaining verges and overgrowth (refer to plan of the twittens and footpaths);
- To oversee all matters relating to the maintenance and general upkeep of footpaths/twittens within the Parish, making recommendation to Council where necessary;
- To oversee the running of any Cuckfield Parish Council events which take place at any of buildings, land or amenities;
- To oversee the health and safety arrangements for all of the above functions and activities;
- To discharge all other aspects in accordance with relevant legislation, any policy or strategy relating to the Committee and its functions approved by the Council, and within the budget provision made by the Council.



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### **Community Buildings**

The Committee will comprise five or more Members.

The quorum of the Committee shall be one third of committee members with a minimum three members.

The Committee shall undertake the following role and functions:

- Overall responsibility for the future vision, maintenance and development of the Queen's Hall and Cuckfield Village Hall;
- To oversee the lease for and development of the land adjacent to the Queen's Hall to create the Angela Fox Nature Garden.
- Review of hiring terms and conditions and hire charges;
- To make recommendations to the HR/F&GP Committee on the resources necessary to discharge functions of all assets;
- To discharge all other aspects in accordance with relevant legislation, any policy or strategy relating to the Committee and its functions approved by the Council, and within the budget provision made by the Council.

### **Roads and Traffic Committee**

The Committee will comprise four or more Members.

The quorum of the Committee shall be one third of committee Members with a minimum three Members.

The Committee shall undertake the following role and functions:

- To monitor roads and traffic issues in the village;
- To work closely with West Sussex Highways Authority to implement traffic calming measures within the village;
- To work closely with West Sussex Highways Authority with regards to maintenance of pavements in the village;
- To manage street lighting maintenance on lights in the village owned by the Council;
- To discharge all other aspects in accordance with relevant legislation, any policy or strategy relating to the Committee and its functions approved by the council, and within the budget provision made by the Council.



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### **Planning Committee**

The Committee will comprise five or more Members.

The quorum of the Committee shall be one third of committee members with a minimum three members.

The Committee shall undertake the following roles and functions:

- To oversee the take on of the new open space proposed at Buttinghill Drive development and make recommendations to Council on the acquisitions and formulation of any policy or strategy in relation to the Parish Council acquiring land;
- In relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting the Parish;
- In respect of representations to the Local Planning Authority in support of any departure application;
- In relation to any arrangements between the Parish Council and the Local Planning Authority about the involvement of the Parish Council in the discharge of planning functions;
- To make representations to the Local Planning Authority on any application referred to the Parish Council and on any other planning matter that affects the parish;
- To oversee the transfer of assets to the Parish Council;
- In relation to monitoring of the Neighbourhood Plan and District Plan.
- To monitor roads and traffic issues in the village;
- To work closely with West Sussex Highways Authority to implement traffic calming measures within the village;
- To work closely with West Sussex Highways Authority with regards to maintenance of pavements in the village;
- To discharge all other aspects in accordance with relevant legislation, any policy or strategy relating to the Committee and its functions approved by the council, and within the budget provision made by the Council.



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### **Human Resources (HR) Committee**

The Committee will comprise of four Members.

The quorum of the Committee shall be one third of committee members with a minimum three members.

The Committee shall undertake the following role and functions:

- To determine all the resource requirements of the Council and make recommendations to the Council. Resources include finances, land and property, employees and contractors;
- To issue, vary and terminate employment contracts.
- To appoint committees as appropriate to deal with the two stages of any statutory disciplinary action (instigated by the employer) or grievance action brought by employees
- To take responsibility for general staff matters e.g. health and safety matters, implementing equalities/diversity or dignity at work policies, to handle recruitment matters;
- To consider all aspects of employment law, including associated statutes and regulations;
- To review and if necessary, oversee any negotiations on pay and conditions including local conditions as laid down in the staff handbook annually;
- To draft, implement, review, monitor and revise policies for employees.
- To undertake line management responsibility for the Clerk, including review of the job description to ensure it reflects the requirements of the role.
- To monitor and address regular or sustained employee absence.
- To make recommendations on employee-related expenditure to the Parish Council.
- To oversee any process leading to dismissal of employees (including redundancy).
- To be aware of sources of expert advice on employment matters and to ensure that the Council uses such sources when there is any doubt about good employment practice.
- The HR Committee is authorised to make binding decisions on behalf of Cuckfield Parish Council with regards to all aspects of the above functions provided that in all cases the meeting is quorate.



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### **Finance and General Purposes (FGP) Committee**

The Committee will comprise of five or more Members.  
It shall comprise at least the Chair, Vice Chair and Chair from each of the Committees listed below.

The quorum of the Committee shall be three Members.

The Committee shall undertake the following role and functions:

- To recommend to the Council an annual budget and precept;
- To monitor income and expenditure and to make any recommendations to the Council;
- To incur and authorise expenditure not otherwise delegated to another committee or employee;
- To consider the annual audit report for referral to Full Council;
- To manage reserves and investments;
- To manage banking arrangements;
- To implement and track the Business Plan with regular monitoring and reviews;
- To review and approve grant applications.