



BRANTHAM PARISH COUNCIL

**Committees, Sub-Committees, Working Groups
and Representatives**

TERMS OF REFERENCE



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OVERVIEW

TERMS OF REFERENCE OF COMMITTEES, SUB-COMMITTEES, WORKING GROUPS AND REPRESENTATIVES

All committees, sub-committees, working groups and representatives work for and on behalf of the Council. They can be appointed long term or short term and can include non-councillors, giving a wider perspective on matters. They report to the full council at its monthly meetings and can make recommendations. Working groups are set up for a short-term purpose. They report to the full council at its monthly meetings and can make recommendations.

The Chair and members of standing committees, sub committees, working groups and other representatives will be appointed by the Parish Council at its Annual Meeting. The term of office will generally be one year. The Council may review its committee structure and membership at any other time when necessary in the interests of effectiveness and efficiency of the Council.

By virtue of office, the Chair of the Parish Council will be an 'ex-officio' members of each committee. The Chair of the Parish Council will receive the agenda and background papers for every meeting but will not have any voting rights unless already a member of that committee.

Councillors who are not members are entitled to attend meetings of a committee (or sub-committee), but only in the same capacity as a member of the public. They will only be allowed to speak during a public participation session (or when invited to speak by the Chair) and will not be permitted to remain if the public are excluded due to the confidential nature of the business, or other special reason.

Members of a committee or sub-committee have the right to inspect documents or obtain information relating to the business of that committee or sub-committee. A non-member would have to demonstrate why sight of the document or receipt of the information is necessary for them to perform their duties as a councillor.

Non-councillors with appropriate skills, knowledge or background may be members of a committee (other than the Finance Committee) or a sub-committee.

Members of committees or sub-committees will be expected to attend meetings. Individual members will be responsible for identifying a suitable replacement councillor to attend a meeting which they cannot themselves attend.

Meetings of Committees will be open to the press and public unless the Committee resolves to exclude them because their presence would be prejudicial to the public interest due to the confidential nature of the business being transacted, or other special reason.

A quorum for a committee (or a sub-committee) is one half of its members plus 1.

Voting will be by show of hands. The Chair of the Committee or a sub-committee may exercise a casting vote in the event of a tie.

Minutes will be recorded of each meeting of a Committee in accordance with the provisions of the Local Government Act 1972 and guidance issued by the National Association of Local Councils.



Committees may create sub-committees where appropriate. The Committee will appoint the Chair and members of a sub-committee and set its terms or reference. Where relevant, a councillor who is not a member of the Committee may be appointed as a member of a sub-committee.

FINANCE COMMITTEE

INTRODUCTION

The purpose of the Finance Committee is to secure the proper administration of the Council's financial affairs under all relevant legislation/guidance and to secure best value for the residents of Brantham.

The Committee will meet on the fourth Wednesday evening of each month, commencing at 7pm. It will consist of four members.

MEMBERSHIP:

The Committee will consist of no fewer than four Parish Councillors and will elect a Chair to preside over each and future meetings. Any member of the Committee can preside by agreement in the Chair's absence. A quorum will be a minimum of three members elected to the Committee. The Committee may nominate Councillors to act as substitutes to ensure that all meetings are quorate.

All other members of the Parish Council have the right to attend the meeting and make representations on the matters being discussed when invited to do so by the Chair of the meeting.

RECORDS OF PROCEEDINGS:

Written minutes will be taken to record the Committee's decisions and will be formally signed at the next relevant Finance Committee Meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

RESPONSIBILITIES

The committee has delegated authority from the Council to fulfil the following responsibilities:-

1. Annual estimates of expenditure and income and control & monitoring of the Council's approved budget throughout the year.
2. Recommendation of precept to full Council.
3. Management and maintenance of the Council's properties and their lease or hire.
4. Insurance of all the Council's property and liabilities.
5. Tendering and purchasing arrangements.
6. Approval of payments on the Council's behalf either made already or in advance of payment.
7. Appointment of an independent Internal Auditor.
8. Maintenance of adequate systems of internal control and internal audit.
9. Approval of annual financial reports, ensure evidence of adequate systems of internal control and audit throughout the year and presentation for external audit.
10. Develop and monitor the Council's Risk Management Strategy.
11. Develop the Council's strategic objectives and monitor the Council's performance against these.
12. Develop the Council's Financial Plan.
13. Award of grants to local organisations.
14. Approval of changes to any employee's pay, emoluments, or terms and conditions of employment
15. Annual review and updating of Parish Council Policies and Procedures. (Approval of new policies/procedures and Statutory Policy and procedures must be done by full council.)



Decisions regarding the setting of precept and borrowing must be made by full council.

RECREATION SUB-COMMITTEE

INTRODUCTION

The sub-committee is responsible for maintaining and improving the sports and recreational facilities on behalf of the Parish Council.

The sub-committee is to comprise a minimum of four members of the Parish Council with a Chair who will be elected annually at the Statutory Annual Meeting of the Parish Council. Three members of the Committee will constitute a quorum.

Meetings to occur subject to any matters that may require attention or discussion.

RESPONSIBILITIES:

1. To provide recommendations to the Parish Council on the repair or replacement of village sports and recreation assets as necessary
2. To coordinate tenders for work to repair or maintain village sports and recreation assets as necessary and present tenders to full Council as appropriate.
3. To keep under review the provision of the sports and recreational facilities for the residents of Brantham at the following locations:
 - Lower Playing Field
 - Gravel Pit Lane Play area
 - Merriam Close Play area
4. To ensure that annual safety inspections are carried out to meet legal requirements for the above spaces.
5. To arrange tenders for all aspects of maintenance and ground works for these areas in accordance with the Parish Council's financial regulations.
6. To propose expenditure necessary for maintenance of recreational grounds to Full Council as necessary
7. To advise the Parish Council of the impact of proposals by owners or occupiers of land that may affect its recreational and sports facilities.
8. To review and recommend byelaws for the Parish Council's recreational and sports facilities.
9. To work in partnership with the Safer Neighbourhood Team to alleviate anti-social behaviour and vandalism in/on the Parish Council's sports and recreational facilities.
10. To work in partnership with appropriate funding bodies to improve the Parish Council's recreational and sports facilities.
11. To put forward to the Parish Council proposals for any improvements, developments or any capital expenditure when requesting funding for the following year.
12. To prepare an annual report to summarise the work undertaken for consideration by the Parish Council.

This sub-committee has no delegated powers.

FOOTPATHS AND SERVICES SUB-COMMITTEE

INTRODUCTION

The sub-committee is established to consider all aspects of Rights of Way, provision of services and maintenance of assets in Brantham.



The sub-committee is to comprise a minimum of four members of the Parish Council with a Chair who will be elected annually at the Statutory Annual Meeting of the Parish Council. Three members of the Committee will constitute a quorum.

Meetings to occur subject to any matters that may require attention or discussion.

RESPONSIBILITIES:

1. To advise and make recommendations to full Council over matters relating to the establishment, re-establishment, protection, maintenance, closure, diversion or modification of Parish footpaths, bridleways, byways open to all traffic and roads used as public paths.
2. Where appropriate, to liaise with and support the work of those with statutory responsibilities for maintaining the Rights of Way network.
3. To consider and undertake projects which will be of benefit to the parish and increase the use of Parish footpaths.
4. To monitor the state of village assets such as litter bins, fencing and bus shelters
5. To provide recommendations to the Parish Council on the repair or replacement of village assets as necessary
6. To coordinate tenders for work to repair or maintain village assets as necessary and present tenders to full Council as appropriate.
7. To arrange tenders for all aspects of maintenance and ground works for these areas in accordance with the Parish Council's financial regulations.
8. To put forward to the Parish Council proposals for any improvements, developments or any capital expenditure when requesting funding for the following year.
9. To prepare an annual report to summarise the work undertaken for consideration by the Parish Council.

This sub-committee has no delegated powers.

LEGAL SUB-COMMITTEE

INTRODUCTION

The Legal Sub-Committee is established to oversee and manage the legal arrangements on behalf of the Parish Council.

The sub-committee is to comprise a minimum of four members of the Parish Council with a Chair who will be elected annually at the Statutory Annual Meeting of the Parish Council. Three members of the Committee will constitute a quorum.

Meetings to occur subject to any matters that may require attention or discussion.

RESPONSIBILITIES:

1. To keep under review the lease arrangements in place between the Parish Council and other bodies
2. To undertake review of lease arrangements as and when necessary
3. To liaise with the Parish Council solicitors on matters related to legal arrangements of the Parish Council
4. To make proposals to Full Parish Council on an legal matters as necessary
5. To undertake rent reviews with appropriate bodies as and when necessary
6. To make proposals to full Parish Council on rent matters as necessary



This sub-committee has no delegated powers.

PARISH PLAN SUB-COMMITTEE

INTRODUCTION

The Parish Plan Sub-Committee is appointed to take the lead responsibility, on behalf of Brantham Parish Council, for the development of a Parish Plan.

The sub-committee comprises an unlimited number of members from the Parish Council, with input from other partners and village residents. The Chair will be elected annually at the Statutory Annual Meeting of the Parish Council. Three members of the Sub-Committee will constitute a quorum.

Meetings of the Sub-Committee will be convened in accordance with the Parish Council's Standing Orders.

RESPONSIBILITIES

The Parish Plan Sub-Committee will:

1. Agree a programme of community engagement and public consultation with the Parish Council
2. Undertake or commission analysis, interpretation and reporting of the results from community engagement and statutory consultation activities and ensuring that they inform decision-making
3. Collate and assess existing evidence about the needs and aspirations of the Parish, and commission any technical evidence needed
4. Ensure consultation with and co-operation from key stakeholders to ensure the deliverability of Neighbourhood Plan proposals
5. Create a budget and how this will be funded and managed including appointment of specialist consultants or advisers. This will need to be approved at a Parish Council meeting.
6. Agree the governance structure for the project including any working groups and what their specific responsibilities will be;
7. Prepare and agree a project plan
8. Manage working groups and ensuring that they have clear delegation of responsibilities
9. Consider progress reports and work undertaken and agree an appropriate course of action
10. To provide regular updates to the Parish Council as appropriate

The Sub-committee may appoint a working group whose terms of reference and members shall be determined by the Committee.

This sub-committee has no delegated powers.

SKATE PARK WORKING GROUP

INTRODUCTION

The Skate Park working group is appointed to take the lead responsibility, on behalf of Brantham Parish Council, for the provision of a skate park in Brantham.

The working group will be made up of an unlimited number of members from the Parish Council, with input from other partners and village residents. There will be no quorum. The Chair will be elected annually at the Statutory Annual Meeting of the Parish Council.

Meetings of the Working Group will be convened in accordance with the Parish Council's Standing Orders.



RESPONSIBILITIES

The Skate Park Working Group will:

1. Engage with the Parish Council regarding the location and provision of a skate park in Brantham.
2. Engage with suppliers regarding design and supply of a new skate park in Brantham.
3. To engage the public and to seek their views regarding the choice and layout of a new skate park.
4. To investigate sources of grant funding to support the project.
5. To oversee and manage the project to install a new skate park when funding has been confirmed
6. To ensure that the project is delivered on budget
7. To make regular reports to Council on progress and expenditure
8. To seek opportunities to publicise and communicate throughout the project.

This Working Group has no delegated powers.

VILLAGE FETE REPRESENTATIVE

INTRODUCTION

The representative is responsible for working with other village groups and individuals to organise a community Fete to celebrate life in Brantham and to increase community cohesion and involvement.

RESPONSIBILITIES

The Village Fete Representative will work in partnership with other individuals, groups and organisations to:

1. Plan and run the Brantham Village Fete.
2. Hire premises, take out licences and do such other things as are required to meet the legal and practical requirements for running a fete.
3. Undertake a health and safety risk assessment for the fete
4. Delegate tasks to members of the Committee or local organisations as they see fit.

This representative has no delegated powers.

PLANNING MATTERS REPRESENTATIVE

INTRODUCTION

Brantham Parish Council is currently an advisory body to the Local Planning Authority (Babergh District Council) for all planning applications that relate to the Parish area. The Planning Matters Representative will consider and present proposals for responses to the Parish Council in respect of such applications.

RESPONSIBILITIES

The Planning Matters Representative will:

1. Consider planning and licensing applications and make observations to Brantham Parish Council on all planning applications that directly relate to the parish area
2. Convene a public meeting if it is felt that an application warrants such action and report findings to the Parish Council and Planning Authority
3. Act as the Parish Council representative to attend Planning Authority meetings and speak on behalf of the Parish Council
4. Consider and make recommendations to Council on future planning options
5. Consider and make recommendations to Council on Highway matters

This representative has no delegated powers.



EMERGENCY PLANNING REPRESENTATIVE

INTRODUCTION

The Representative is responsible for producing a directory to assist in the parish in case of an emergency. Summarized versions along with relevant website links will be added to the Parish website.

RESPONSIBILITIES

The Emergency Planning representative will:

1. Identify temporary accommodation together with equipment and personnel within the parish that may be available during an emergency and work in partnership with District and County Council Emergency Planning teams to ensure this information is available to all;
2. Liaise with other village groups as appropriate with regard to dealing with emergencies;
3. Undertake a review of the effectiveness of the directory – as appropriate – following any emergency situation
4. Map out those areas that have become prone to flooding over the course of the previous year;
5. Carry out an annual review of the status of the grit bins within the village
6. Review the documentation for inclusion on the parish website/Village Information Booklet
7. Any other issues as requested by the full Council

This representative has no delegated powers.

BRANTHAM LEISURE CENTRE COUNCIL REPRESENTATIVE

The Brantham Leisure Centre representative is a member of the Parish Council. They liaise with Brantham Leisure Centre management team on issues related to the Leisure Centre

RESPONSIBILITIES

1. Quarterly review with BLC on issues regarding the Leisure Centre
2. To review issues regarding the Leisure Centre
3. Attendance at Brantham Leisure Centre meetings as necessary
4. To provide written reports when necessary to full Council

This representative has no delegated powers.

SALC REPRESENTATIVE

The SALC representative is a member of the Parish Council. They liaise with SALC on issues related to Parish Council matters as appropriate.

RESPONSIBILITIES

1. Attendance at SALC area forum meetings
2. Highlighting areas of concern of the Parish Council on Parish Council matters to SALC
3. Requesting advice and guidance from SALC as appropriate
4. Monitoring information received from SALC and making Parish Council aware of items of interest

This representative has no delegated powers.

BRANTHAM VILLAGE HALL MANAGEMENT COMMITTEE

INTRODUCTION

Brantham Village Hall is a registered charity with the terms of the Trust set out in a Charity Commission Scheme dated ?????, Charity Number 268836.



Brantham Parish Council assumed responsibility of the Village Hall charity as the Sole Trustee on 05 February 2025.

The Parish Council, meeting as the Sole Trustee, agreed to adopt the Brantham Village Hall Management Committee (VHMC) Terms of Reference (TOR) at its meeting held on TBC 2025 and has recorded the decision under Minute ref TBC

The Village Hall Management Committee is a standing committee reporting to the Sole Trustee.

PURPOSE

The Village Hall Committee has been formed to manage the day to day running of the Brantham Village Hall.

GOALS OR DELIVERABLES

The management of the Brantham Village Hall to ensure that it is a safe and pleasant for people to use
Specific duties will include:

- Booking and hire of the rooms
- Managing income and expenditure ensuring sustainability of the Village Hall
- Fundraising activities
- Maintenance and safety of the building and land within its boundaries
- Ensuring that the village hall and land within its boundaries complies with current legislation
- Utilises the space to its maximum capacity
- Being responsible for the recruitment and management of any paid staff specifically employed to support the running of the Village Hall. Any member of staff will be employed by the Sole Trustee

TIME FRAME OR SCHEDULE

In addition to managing the day-to-day activities it will ensure:

- The Committee meets at least six times a year
- Where possible that the Village Hall meets with all H&S legislation within 12 months of its inception
- Agree an action plan to develop the Village Hall so all spaces can be utilised in full by the community
- That full financial accounts are kept, maintained and audited on an annual basis

AUTHORITY & DECISION-MAKING

- The Village Hall Committee is responsible for the day to day running and management of the Village Hall and the land within its boundaries
- The Village Hall Committee reports the Sole Trustee to keep it informed of events and progress
- The Committee is empowered by the Sole Trustee to advise or act on its behalf
- The Committee is empowered to make decisions. They are expected to decide by a vote if there is no consensus. The Chair of the Committee will have the casting vote
- The Village Hall Committee is expected to manage the finances for the Village Hall

SCOPE OR JURISDICTION

The scope of the Village Hall Committee is to manage the Village Hall and the land within its boundary.

SIZE, COMPOSITION AND TERMS OF MEMBERSHIP

The Village Hall Committee will have a maximum membership of ten and will be made up of

- A Chair who is a Brantham Parish Councillor



- Three councillors of the Brantham Parish Council
- The Brantham Parish Council Clerk
- The Brantham Parish Council Assistant Clerk
- The Village Hall Manager
- Up to five representatives of organisations that use the village Hall and/or residents of the Parish of Brantham. There will be no more than one representative per organisation.

With the exception of the Brantham Parish Council Clerk and Assistant Clerk each member of the Committee will serve no more than four years. The Village Hall Committee is responsible for recruiting new members.

Each member of the of the Village Hall committee will have one vote except for the Assistant Parish Clerk and the Village Hall Manager. The Chairperson will have the casting vote.

MEETINGS AND RECORDS

The Committee will meet at least six times a year. All meetings will be minuted and these minutes will be distributed to the members of the committee and the Sole Trustee.

RESOURCES AND BUDGET

The Village Hall Committee will be responsible for managing its own budget. The Committee will be able to draw on the support and expertise of the Sole Trustee.

The Sole Trustee Committee will re-adopt these Terms of Reference annually or as deemed by the members of the Sole Trustee Committee. The Parish Council as the Sole Trustee will review them at its first meeting after the Annual General Meeting of the charity.

The Parish Clerk is employed by the Parish Council to act as the Clerk, Secretary and as the Treasurer to the Brantham Village Hall Management Committee (VHMC) and is responsible for the production of Agenda and Minutes for the Committee, the management of contracts and all policies pertaining to the Brantham Hall Management Committee (VHMC). The responsibility will extend to the submission of the VHMC financials to the Charity Commission.