

COPYTHORNE PARISH COUNCIL MEETING TUESDAY JULY 14TH 2020

Item 14. Advisory Committee requests to amend Terms of Reference adopted on December 10th 2019

BACKGROUND

As part of the adoption of the “Council Objectives” report at the June 2020 Council Meeting the following was adopted as one of four recommendations.

“To review the Aims, Responsibilities and leadership of all Advisory Committees in the next meeting cycle”.

PRESENT POSITION

Since the June 2020 Council Meeting all five of our Advisory Committees have met and considered the above recommendation. Listed below are the changes that the members of each advisory Committee would like to make:-

FINANCE ADVISORY COMMITTEE

AIMS

No change

RESPONSIBILITIES

a) Add the following as an additional responsibility:-

14. To examine and where relevant recommend to Council future possible models for Council operations in respect of funding of initiatives and activities, either in partnership with others or in specific task arrangements with the broader Parish community and other partners.

b) Renumber the existing Responsibility 14 as 15

LEADERSHIP

No Change

FIVE YEAR PLAN ADVISORY COMMITTEE

AIMS

No change

RESPONSIBILITIES

a) Add the following as additional responsibilities:-

7. To continue the initial process of developing a “Copythorne Parish Design Statement” through discussions with NFNPA and NFDC (and other local parish councils) on the most appropriate way to progress and to also consider how to engage and involve the residents of the parish with the process, initially by means of a public consultation.

8. To develop our Parish Environmental Policy’ in collaboration with the initiatives from both NFDC and HCC as well any other localised initiatives and central government drivers. (5YPAC)

9. To continue to monitor the provision of Community Transport within the Parish and, if appropriate and applicable, to continue any required development work on a Parish Community Transport Strategy.

10. To examine and where relevant recommend to Council future possible models for Parish Council operations in respect of funding of initiatives and activities, either in partnership with others or in specific task arrangements with the broader Parish community and other partners.

b) Renumber the existing Responsibility 7 as 11.

LEADERSHIP

No change

FLOODING ADVISORY COMMITTEE

AIMS

No change

RESPONSIBILITIES

Remove the words "Highways or" from responsibility number 4 so that it now reads:- "All flooding issues within the Parish that are not the result of ~~highway~~ or private drainage/sewerage related maintenance issues. This would generally concentrate the Flooding Advisory Committee's activities to land and ordinary watercourses within the vicinity of designated main rivers.

LEADERSHIP

Cllr Graham Chillcott to take over as Chairman from Cllr John Goodwin who remains a member.

MEDIA & PUBLICITY ADVISORY COMMITTEE

AIMS

RESPONSIBILITIES

Add the words "Noticeboards; Facebook; Telephone Boxes" to responsibility 3 so that it now reads:- "Regularly reviewing our existing methods of communication (currently Parish Newsletter; Stanley's Own newsletter; website; **noticeboards; Facebook; Telephone Boxes**) to include distribution sites for Parish Newsletter (additions, deletions) and making recommendations to Council.

Add the words "cost effective" and "Improve and" to responsibility 5 so that it now reads:- "Consider and make **cost effective** recommendations to Council to **improve and** increase the range of methods for Council getting its message across."

LEADERSHIP

No change

PERSONNEL & GOVERNANCE ADVISORY COMMITTEE

AIMS

RESPONSIBILITIES

Add the following as additional Governance responsibilities:-

5. To continue to develop standard systems and documentation for the conduct of our business, such as: internal management procedures and standardised letters / communications with the community on a variety of matters such as for writing to landowners regarding culvert and overgrowth clearance etc.

6. To monitor and if appropriate, devise solutions to ensure appropriate action is taken to enable all the administrative functions of the Parish Council continue to be undertaken within the available resources as the footprint and activity of the Parish Council widens.

LEADERSHIP

No Change

RECOMMENDATIONS

1. That Council approves the requested amendments & additions to the Responsibilities of each of our Five Advisory Committees as detailed above.
2. That Council notes the change of Chairman for the Flooding Advisory Committee and thanks Cllr. John Goodwin for his time in this role.

David Rigby, Parish Clerk

July 2nd 2020