

Abbots Langley Parish Council  
Terms of Reference, Powers and Duties of Standing Committees

Planning & Highway Committee
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Terms of Reference

This Committee will deal with all planning matters (including planning applications) and will also oversee highways, byways, footpaths and transport issues. This Committee will meet every third week throughout the year.

Delegated functions

To carry out on behalf of the Council

- a. The consideration of all planning applications, appeals and public inquiries notified by the planning authority.
- b. Submission of comments on the planning applications, appeals and public inquiries to the appropriate authority.
- c. To Consider and comment on all consultation documents received by outside bodies pertaining to the Committee.
- d. The management of all routine matters appertaining to the Parish Paths Partnership and all footpaths within the Parish
- e. To consider and comment on routine matters regarding highways, byways and transport in the parish.

Non-delegated functions

To recommend to the Council

- a. The annual revenue budget for the succeeding year as it pertains to the Planning & Highways Committee
- b. The annual Capital budget for the succeeding year as it pertains to the Planning & Highways Committee
- c. The renewal of the Agreement between Hertfordshire County Council and the Parish Council relating to the Parish Paths Partnership.
- d. All matters which require expenditure not budgeted for within (a) and (b) above

Leisure Committee
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Terms of Reference

This Committee will assume the functions of the playing fields and leisure committee and will also incorporate the management of allotments. The Committee will meet monthly (except August). To consider all matters relating to the administration of the Council's playing fields, play areas, sporting facilities halls and allotments.

Delegated functions

To carry out on behalf of the Council

- a. The management of routine matters appertaining to all playing Fields
- b. The management of routine matters appertaining to all play areas.
- c. The management of routine matters appertaining to all sporting facilities.
- d. The management of all routine matters appertaining to halls.
- e. The management of routine matters appertaining to all allotment sites.
- f. To consider and comment on all consultation documents received from outside bodies pertaining to the Committee.
- g. To ensure as far as possible that adequate facilities are available.

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Non-delegated functions

To recommend to the council

- a. The annual revenue budget for the succeeding year as it pertains to the Leisure Committee
- b. The annual Capital budget for the succeeding year as it pertains to the Leisure Committee
- c. All matters which require expenditure not budgeted for within (a) and (b) above
- d. The fees and charges for the succeeding financial year as appertaining to all sporting facilities, Halls, premises and Allotments
- e. Proposals for amending the Bye Laws.

Staffing Committee
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Terms of reference

This Committee will be responsible the Council's staffing policies and procedures and all other matters related to the Council's employed staff.

Delegated powers

- a. To resolve grievance and disciplinary matters referred by the Clerk to the Council.
- b. To hear appeals against the decision of the Clerk in accordance with the Councils disciplinary procedure.
- c. To instigate investigations into possible breeches of the Councils staff code of conduct.
- d. To resolve grievance and disciplinary matters resulting from investigations instigated by the Committee.
- e. To review annually the Councils disciplinary and grievance procedures and staff code of conduct and make appropriate amendments.
- f. To consider any other matters relevant to staffing not covered in the terms of reference of other committees.
- g. To oversee the general management of staff by receiving written and verbal reports from the Clerk to the Council and to create and review Councils HR Policies and make recommendations as appropriate
- h. Consider annual staff salary reviews and other remuneration and benefit matters. Approving any salary changes providing they are within the agreed annual budget.
- i. To keep under review matters relating to health, safety and welfare of all Council employees.
- j. To consult on general staff matters.

Referred business

- a. Any matter with a staffing implication referred from another Committee or full Council.
- b. Refer any amendments to payroll expenditure to full council

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Finance and Administration Committee
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Terms of Reference

To monitor, oversee and review all matters relating to Council's finances and its use of resources, ensuring the efficient and effective management of those resources making recommendations to full Council as appropriate.

Delegated Powers

- a. To prepare the Council's financial strategy.
- b. To review the annual revenue estimates for payroll and administration as proposed by the Clerk to the Council/RFO and Finance Officer.
- c. To prepare the overall capital budget on receipt of the committee's capital budget proposals.
- d. To make recommendations on the precept based on the combined revenue estimates and capital budget and submit to full Council in January each year.
- e. On a quarterly basis to:
  - i. Review the overall revenue expenditure against budget
  - ii. Review and retrospectively approve the Council's investments for the previous period.
- f. Ongoing control and audit of the Council's income and expenditure.
- g. To consider the appointment of an internal auditor and recommend appointment to the Council.
- h. To ensure a minimum of two internal audits are undertaken each financial year by the independent internal auditor.
- i. To review annually the effectiveness of the internal auditor.
- j. To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Council's system of controls.
- k. To consider all applications for Financial Grants and approve payment of grants, within the agreed budget.
- l. Maintain the Council's policies and procedures related to financial grants.
- m. Review at least annually the Council's Financial Regulations.
- n. Undertake annually the risk assessment in relation to the Council's insurance cover.
- o. Insure against such risks as the committee deems necessary to cover.
- p. Ensure budgetary provision for the attendance of Councillors and Staff on training courses.
- q. The writing off of bad debts over the Clerk to the Council's authorised level.
- r. Any other matters which may from time to time be delegated by Council.
- s. To consider all information technology matters and make recommendations to the Council.
- t. Responsibility for the Council's role within the code of conduct and standards legislation.
- u. To keep under review the Council's Freedom of Information policy and procedures.
- v. To keep under review the Council's compliance with the Freedom of Information and General Data Protection Regulations.

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Referred business

- a. Refer any expenditure outside delegated budget to full Council
- b. Refer any urgent business to full Council if time constraints or business demands so necessitates.

Review Panel
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Terms of Reference

To carry out the review of complaints, raised through the Council's Complaints Policy.

Quorum

The quorum of this committee shall be three members.

Delegated Powers

- a. To handle complaints to resolution on behalf of the Council, in line with the Complaints Policy.

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