

## **Burial Ground and Churchyard Working Group**

|                    |   |
|--------------------|---|
| Number of Seats:   | 3 councillors                                 |
| Chair:             | To be elected from the group                  |
| Vice-Chair         | To be elected from the group                  |
| Quorate:           | 3 councillors                                 |
| Term of Office:    | 1 year  |
| Meeting frequency: | As and when required.                         |
| Budget:            | £2,500 (as set by Parish Council for 2017/18) |

### RESPONSIBILITIES

To consider and made recommendations to the Parish Council for all burial ground and churchyard matters.

### DUTIES AND POWERS

1. The Working Group will comprise a minimum of 3 councillors and is subject to a quorum of 3 councillors.
2. The Working Group can also comprise non-councillors in accordance with Standing Order No. 4; however these members are in an advisory capacity only with no voting powers.
3. The Working Group will provide a written report to the Parish Council at least quarterly.
4. The Working Group will liaise with families regarding sensitive issues relating to the burial ground.
5. The Working Group will liaise with the Parochial Church Council regarding matters relating to the closed churchyard.
6. The Working Group will carry out annual safety checks of the churchyard and burial ground in May; the safety report will be retained by the Parish Clerk.
7. The Working Group will make recommendations to the Parish Council for all burial ground and closed churchyard matters, including the war memorial and Alkerton Cross monument.
8. The Working Group will recommend to the Parish Council an annual budget in relation to the churchyard, burial ground, and memorials.
9. The Working Group has no decision making powers and will report to the Parish Council with recommendations.
10. There is a budget set for "Burial Ground" matters, however all financial expenditure to be referred to the Parish Council for decision.
11. All correspondence shall be conducted through the Parish Clerk.

## **Getting Around Working Group**

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|--------------------|---|
| Number of Seats:   | 3 councillors                                 |
| Chair:             | To be elected from the group                  |
| Vice-Chair         | To be elected from the group                  |
| Quorate:           | 3 councillors                                 |
| Term of Office:    | 1 year  |
| Meeting frequency: | As and when required.                         |
| Budget:            | £2,000 (as set by Parish Council for 2017/18) |

### **RESPONSIBILITIES**

To consider and make recommendations to the Parish Council for all roads and footways, road safety and public rights of way matters.

### **DUTIES AND POWERS**

1. The Working Group will comprise a minimum of 3 councillors and is subject to a quorum of 3 councillors.
2. The Working Group can also comprise non-councillors in accordance with Standing Order No. 4; however these members are in an advisory capacity only with no voting powers.
3. The Working Group will provide a written report to the Parish Council at least quarterly.
4. The Working Group has no decision making powers and will report to the Parish Council with recommendations.
5. There is a budget set for "Getting Around" matters, however all financial expenditure to be referred to the Parish Council for decision.
6. The Working Group will recommend to the Parish Council an annual budget in relation to all aspects including in "Getting Around".
7. The Working Group will meet regularly with Gloucestershire Highways to progress matters relating to Eastington parish.
8. All correspondence shall be conducted through the Parish Clerk.

## Hearing / Appeals Panels

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|--------------------|---------------------------------|
| Number of Seats:   | All councillors                 |
| Chair:             | To be elected from the panel    |
| Vice-Chair         | To be elected from the panel    |
| Quorate:           | 3 councillors                   |
| Term of Office:    | 1 year                          |
| Meeting frequency: | As and when required.           |
| Budget:            | £ zero (as set by full council) |

### RESPONSIBILITIES

The Hearing / Appeals Panels are responsible for all matters relating to staff appeals regarding discipline and grievance.

### DUTIES AND POWERS

1. Each Panel will comprise a minimum of 3 councillors that are not involved with any other staffing-related committees or groups.
2. Councillors cannot be a member of both the Hearing Panel and Appeals Panel.
3. Each Panel will convene and consider staffing matters within five working days of receipt of a written request for an appeal.
4. The Panel will consider appeals in line with the following Employment Policies:
  - a. Disciplinary Procedure
  - b. Grievance Policy.

## Planning Committee

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| Number of Seats:   | 5 councillors                                  |
| Chair:             | To be elected from the committee               |
| Vice-Chair         | To be elected from the committee               |
| Quorate:           | 3 councillors                                  |
| Term of Office:    | 1 year   |
| Meeting frequency: | Monthly.                                       |
| Budget:            | £12,000 (as set by Parish Council for 2017/18) |

### RESPONSIBILITIES

The Planning Committee is delegated authority by the Parish Council to consider and respond on Planning Applications relevant to Eastington parish between full council meetings.

### DUTIES AND POWERS

1. The Planning Committee will comprise a minimum of 4 councillors and is subject to a quorum of 3 councillors.
2. The Planning Committee can also comprise non-councillors in accordance with Standing Order No. 4; however these members are in an advisory capacity only with no voting powers.
3. The Committee shall decide its Chair at the first meeting after the Annual Meeting of the Parish Council.
4. All meetings of the Committee will be convened in accordance with Standing Orders.
5. Meetings will be minuted by either the Clerk or a member of the Committee
6. The Planning Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given an adequate hearing.
7. Any applications considered controversial or affecting the wider parish shall be referred to the full Parish Council. A time sensitive response may be made by the Parish Clerk following consultation with the Committee. Any two councillors may request an application be deferred for a meeting of the full Parish Council.
8. All correspondence shall be conducted through the Parish Clerk.
9. The Committee has authority for planning matters only up to the maximum allocated by the Parish Council to the Planning Expenses budget.
10. All Committee members will attend a planning training session within 3 months of joining or at the earliest opportunity.

## Resources Committee

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|--------------------|-----------------------------------|
| Number of Seats:   | 3 councillors                     |
| Chair:             | To be elected from the committee  |
| Vice-Chair         | To be elected from the committee  |
| Quorate:           | 3 councillors                     |
| Term of Office:    | 1 year                            |
| Meeting frequency: | As and when required.             |
| Budget:            | £ zero (as set by Parish Council) |

### RESPONSIBILITIES

The Resources Committee is delegated authority by the Parish Council to consider and manage the Council's assets. The Committee is delegated authority to line-manage the Council's staff plus overall management of the Council's physical assets as identified on the Asset Register.

### DUTIES AND POWERS

1. The Committee will comprise a minimum of 3 councillors and is subject to a quorum of 3 councillors.
2. The Committee can also comprise non-councillors in accordance with Standing Order No. 4; however these members are in an advisory capacity only with no voting powers.
3. The Committee shall decide its Chair at the first meeting after the Annual Meeting of the Parish Council.
4. All meetings of the Committee will be convened in accordance with Standing Orders.
5. Meetings will be minuted by either the Clerk or a member of the Committee
6. The Committee will recommend to the Parish Council an annual budget and precept; however the setting of the budget and precept remains a Full Council responsibility (as required by law).
7. The Committee will ensure that the Parish Council is adequately staffed to meet its requirements and that appropriate training is made available.
8. The Committee will appoint 2 councillors to carry out the Clerk's annual appraisal and report back to the Parish Council.
9. The Resources Committee has no specific budgetary control but can authorise up to £1000 expenditure as per Financial Regulations 4.1 providing budgetary provision has been made for that class of expenditure.
10. All correspondence shall be conducted through the Parish Clerk.

## **Strategic Planning Working Group**

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|--------------------|--------------------------------------|
| Number of Seats:   | 4 councillors plus members of public |
| Chair:             | To be elected from the group         |
| Vice-Chair         | To be elected from the group         |
| Quorate:           | 3 councillors                        |
| Term of Office:    | 1 year                               |
| Meeting frequency: | As and when required.                |
| Budget:            | £ zero (as set by Parish Council)    |

### RESPONSIBILITIES

To consider all aspects of strategic planning issues for Eastington Parish Council (and are then subject to the Parish Council's decision process). These will involve those planning issues where the impact was greater than that of a single planning permission, specifically where the parish as a whole may be affected. Information and recommendations will be passed to the Parish Council for consideration.

### DUTIES AND POWERS

1. The Working Group will comprise a minimum of 3 councillors and is subject to a quorum of 3 councillors.
2. The Working Group can also comprise non-councillors in accordance with Standing Order No. 4; however these members are in an advisory capacity only with no voting powers.
3. The Working Group will provide a written report to the Parish Council at least quarterly.
4. The Working Group will be fully receptive to all points of view from any party, whether for or against the planning application.
5. The Working Group will propose initiatives for protective actions such as requests for Tree Preservation Orders, traffic analysis, wildlife etc.
6. The Working Group has no decision making powers and will report to the Parish Council with recommendations.
7. All correspondence shall be conducted through the Parish Clerk.