

STOWUPLAND PARISH COUNCIL
2 Broomspath Road, Stowupland, Suffolk, IP14 4DB
Clerk: Claire Pizzey
☎ 01449 677005 (10am-noon Tuesdays-Thursdays)
✉ parishclerk@stowuplandpc.co.uk



Terms of Reference of Committees, Sub-committees, Working Groups and Officers

All committees, sub-committees and Officers 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. Sometimes there may be an insufficient number of councillors or non-councillors available to appoint committees.

Working groups are set up for a short-term purpose. They report to the full council at its monthly meetings and can make recommendations.

Membership of all Stowupland Parish Council's Committees is determined at the Annual General Meeting of the Council or other meetings of the Council when required. Membership of sub-committee, working groups and Officers is determined by the Finance and Policy Committee.

All full council and committee meetings are open to the public and will be advertised on the village notice boards and website. In addition, the agenda for the Finance and Policy and Planning Committees will be published on the parish council notice board and website at least 3 clear days prior to the meeting.

There should be no less than three members appointed to a committee or sub-committee. The quorum of a committee or sub-committee of three should also be three. The committees, sub-committees and working groups operate to the Standing Orders of the Parish Council.

Each committee, sub-committee, working group or Officer should submit its proposals regarding revenue and capital expenditure, if required, for the following financial year for discussion at the September Finance and Policy Committee meeting.

Finance and Policy Committee

The committee consists of the chair and vice chair of the parish council and other parish councillors. Meetings are held on a monthly basis (generally on the last Thursday of the month) in the meeting room at the Stowupland Village Hall.

The Finance and Policy committee does not have any delegated powers; all recommendations are referred to the full council.

The committee

- prepares the annual budget for agreement of the full council
- monitors the budget quarterly
- completes the Annual Return for agreement of the full council
- carries out a quarterly check on the bank reconciliation
- reviews the reports from internal and external auditors and ensures that issues are addressed
- reviews the Standing Orders and Financial Regulations annually

- maintains a three year plan of expenditure
- maintains the assets register
- prepares the Risk Assessment annually
- discusses policy changes
- reviews fees for allotments and the cemetery on an annual basis
- is responsible for setting up sub-committees, listed below, which have responsibilities for specific subject areas
- Is responsible for setting the terms of reference for committees.

Planning Committee

The committee consists of solely Parish Councillors. Residents will be encouraged to attend and, with permission of the chairman, to speak. Meetings are held as and when required.

The committee

- In respect of any planning application for development which includes the erection of a new building to consider the application and to make recommendations to the next Parish Council meeting.
- In respect of any planning application which does not involve any new structure to draft a response for the Clerk to send to MSDC.
- In respect of any response to consultation in advance of a formal planning application to consider proposals and to make recommendations to the next Parish Council meeting.
- In respect of any planning application which any member of the Parish Council considers should be referred to a meeting of the Parish Council to make recommendations to the next Parish Council meeting.

Community Events Sub-committee

The sub-committee consists of parish councillors and members of the public to arrange events in Stowupland or for the benefit of Stowupland residents. Meetings are held quarterly.

This sub-committee reports directly to Council and does not have any delegated powers.

Neighbourhood Plan Advisory Sub-committee

The sub-committee is a sub-committee of the Planning Committee and consists of parish councillors and interested members of the public. Meetings are held approximately monthly in the United Reform Church Hall. This group is responsible for carrying out any and all actions required to complete a Neighbourhood Plan for Stowupland.

This sub-committee reports monthly directly to Council and, when requested to do so, to the Planning Committee. It does not have any delegated powers.

Members of the sub-committee are encouraged to attend meetings of the Planning Committee and, with the permission of the chair, will be permitted to speak.

Parish Infrastructure Improvement Plan Sub-Committee

The Parish Infrastructure Improvement Plan sub-committee will carry out an annual resident consultation to establish the infrastructure needs of Stowupland, consider the results of the consultation and produce an updated draft PIIP for consideration by Parish Council and, once approved, it will be reviewed, updated and reported to Parish Council at least twice per annum. The sub-committee will also make recommendations for funding of improvements and prepare applications for grants from the MSDC Community Infrastructure Levy (CIL) pot and make suggestions to Mid Suffolk District Council and Suffolk County Council in respect of expenditure of their elements of CIL.

This sub-committee reports directly to the Finance and Policy Committee and does not have any delegated powers.

Trim Trail Working Group

This working group consists of an ad-hoc group of Parish Councillors and non-members. There is no specified minimum or maximum number, and members may join or leave the group according to need. There shall be no Chair or any other formal positions within the Trim Trail Working Group. Instead, members shall take guidance from the full Parish Council and the Parish Clerk, along with these Terms of Reference. There shall be no formal regular schedule of meetings of the Trim Trail Working Group.

There shall be no formal minutes, but whenever appropriate, one or more member(s) of the Trim Trail Working Group shall submit a written report of activities to meetings of the full Parish Council.

This working group reports directly to Council and does not have any delegated powers.

Allotment Officer

The Allotment Officer is a member of the Parish Council. Their roles to include:

- Review the allotment rules with the clerk
- Carry out inspections of the allotment and liaise on outcome with the clerk to action
- Bring allotment holders issues/complaints to full parish council to action

The Officer to provide written reports when necessary to Council and has no delegated powers.

Cemetery and Churchyard Officer

The Cemetery and Churchyard Officer is a member of the Parish Council. They liaise with Holy Trinity Church PCC. Their roles to include:

- quarterly review with PCC on issues regarding the churchyard.
- to review issues regarding the cemetery.
- Undertake annual safety checks of memorials

The Officer to provide written reports when necessary to Council and has no delegated powers.

Environment Officer

The Environment Officer is a member of the Parish Council. They liaise with members of the public. Their roles to include:

- Arrange quarterly community litter picks
- Report back to full council any environment issues within the village

The Officer to provide written reports when necessary to Council and has no delegated powers.

Footpath Officer

The Footpath Officer is a member of the Parish Council. They liaise with members of the public. Their roles to include:

- Survey the footpaths
- Reports the findings of the surveys to Suffolk County Council
- Monitor the annual maintenance contract works
- Promote walking and arrange parish walks

The Officer to provide written reports when necessary to Council and has no delegated powers.

Play Park Officer

The Play Park Officer is a member of the Parish Council. Their roles to include:

- Monitor the play park equipment and basketball area
- To liaise with clerk for annual play park inspection

The Officer to provide written reports when necessary to Council and has no delegated powers.

Speed Watch Officer

The Speed Watch Officer is a member of the Parish Council. They liaise with members of the public. Their roles to include:

- To monitor speed within the village and report results to the police
- Responsible for 4 weekly change-over of the Vehicle Activated Sign

The Officer to provide written reports when necessary to Council and has no delegated powers.

Tree Officer

The Tree Officer can be a member of the Parish Council or a volunteer appointed by the Parish Council. Their roles to include:

- Is the contact and support for all things tree related within the village environs
- Protect trees by reporting on early signs of pests, disease and vandalism
- To help find money to fund local tree planting projects
- An annual review of maintenance required

The Officer to provide written reports when necessary to Council and has no delegated powers.

Webmaster

The Webmaster can be a member of the Parish Council or a volunteer appointed by the Parish Council. The website is funded and operated by Stowupland Parish Council. The website will be managed by the Webmaster. Their roles to include:

- Maintenance of the website
- Updating of webpage as instructed by the clerk
- Webmaster issues to be reported to the clerk for action

The Webmaster has no delegated powers.