

COMMITTEES AND THEIR TERMS OF REFERENCE

Parish Council business is conducted at the monthly meetings and through committees and sub-committees.

The following committees are Executive:

Finance and Administration

Staffing

Planning

Maintenance incorporating Allotments, Cemetery and Play

The following committees are Advisory:

Community Care

Land Group

Youth Working Group

The remit of each committee is as follows:-

Community Care

Meets as and when necessary. This committee reviews the provision for the elderly and disabled. It oversees the mobile warden scheme.

Finance and Administration (F&A)

All members of the Finance and Administration committee must be members of the Parish Council. The maximum number of this committee shall be 7, including ex-officio members, so that there remains a pool of 8 other councillors from whom 3 can be selected for any employment appeal hearing. The committee has an overview of the Council's finances and meets quarterly to:

- review internal audit reports (which must be considered by full council as well);
- monitor budget against actual spending;
- make recommendations to council about expenditure;
- reconcile bank accounts;
- to recommend level of precept (January meeting);
- review all insurance (annually);
- review the financial regulations of the Council;
- review risk assessments;
- review policies and recommend any revised policies for adoption by Council.

Maintenance

Meets quarterly to discuss grass cutting and any aspect of maintenance throughout the parish.

Allotments - reviews fees and maintenance.

Cemetery - reviews the cemetery charges and maintenance.

Play – reviews the provision and maintenance of play equipment. MPC employs staff to inspect all Parish Council play areas and the outdoor exercise equipment on the Sycamores Rec. Milton Community Centre (MCC) is responsible for all other play equipment on the two recreation grounds. MPC organises an inspection every six months by Fenland Leisure Products. The cost of the inspections on the two recreation grounds is met by MCC.

Planning

Meets normally on the third Monday of the month (including August if necessary) to comment on planning applications and any other planning issues that arise.

An agenda item at the full Council meeting also deals with planning applications.

Staffing

Meets as and when necessary to review all staffing matters and pay scales. Recommendations about pay scales to be made in the first instance to the F&A committee.

Youth Working Group

Meets as and when necessary to consider provision for the youth of the village.

Local Police and the County Council Locality Team can be invited to these meetings.

Supports youth work at the Youth Centre and throughout the village.

Land Group

Meets as and when necessary to consider options for recreation space in the village.

Meets with external bodies e.g. developers, district and county councils as necessary.

Ad hoc working groups are formed whenever necessary e.g. Revision of Standing Orders.

Membership of each committee shall be determined at the Annual meeting of the Parish Council.

Non-council members can be appointed to a committee but, for executive committees, cannot vote except for:-

- Management of land within a budget determined by the council;
- Functions relating to the council as harbour authority;
- Promotion of tourism;
- Management of a festival.

Non-council members of advisory committees can vote.

Each committee must have at least 3 members.

The Chairman and vice-chairman are ex-officio members of all committees if not appointed at the annual meeting of the Parish Council.

REPRESENTATIVES

The Council also appoints representatives to the following for a 4 year term:

Archaeological Warden	1	
AWA [sewage works]	1	
Cambridge Sport Lakes Trust	2	
CAPALC & SCDC Liaison	2	
Good Companions (Day Centre)	1	
Footpaths Officer	1	
Landfill Liaison	3	
MCC Management Committee	1	
Milton Charities	4	
Parish Plan	1	
Patient Participation Group rep at Milton Surgery	2	
Police Liaison	1	
Press Officer	1	
Tomkins Mead	2	
Tree Warden/Deputy	2	
Trolley Bus	1	
Village View	1	(by invitation of the V View)
Web Site and IT	1	

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