

Chairman's Advisory Committee Terms of Reference

Membership

The Committee shall comprise of eight members to be drawn from the parish of Apuldram and one member to represent Dell Quay Sailing Club. The membership of the Committee will be determined at the Annual Parish Meeting. The Quorum of the Committee will be not less than three members. All members of the Chairman's Advisory Committee are voting members. The Committee may co-opt any person in an advisory capacity. This person(s) shall not be a voting member of the Committee.

If a member of the Committee has a personal interest as defined by the Code of Conduct, then s/he shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

Areas of Responsibility

Planning

- To make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local Government Act 1972, Section 20, Schedule 16 and other relevant legislation.
- To consider environmental aspects when considering planning applications
- To consider the District Council Local Plan when considering planning applications
- To make representations in respect of appeals against the refusal of planning permission.
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.
- To comment on street naming
- To monitor and comment on licensing matters
- To comment on Local Development Framework Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate
- To comment on behalf of the council in response to any consultations in relation to footpath diversions, modifications or adoption
- To attend planning training sessions offered by the planning authority and to read all relevant documentation to ensure that the members of the committee are aware of current legislation.

Planning Applications

Notice of planning applications shall be circulated to the Chairman's Advisory Committee members by email as soon as possible after receipt by the Parish Clerk from the Planning Authority, if the members of the Committee are to advise the Clerk if an extra ordinary committee meeting is required to review and determine a response to the application.

The Chairman's Advisory Committee members may canvas opinion for and against the application and consult with other relevant bodies to assist with fair determination of applications prior to the meeting.

On-site meetings may be arranged by the Chairman of the Committee, or the Vice-Chairman if the Chairman is not available. Where an on-site meeting is arranged all members of the Committee shall be notified, but not all have to be in attendance.

If any member of the Chairman's Advisory Committee, considers an application to be of great importance to the parish, they may ask if a time regulated decision is required arrange for an extraordinary Parish Meeting to decide the response.

The Parish Clerk will write letters detailing the Chairman's Advisory Committee recommendations to the Planning Authority, or other relevant body and will ensure that these letters arrive within the timescale for each application.

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Clerk to the Parish Meeting

1. To consider terms of the contract, description and salary scale for the role of Clerk to Apuldrum Parish Meeting
2. Three members of the Chairman's Advisory Committee to lead on the arrangements to advertise, select and interview any person(s) considered for contract and to make recommendations to the Committee, as to the suitability of the applicant(s).
3. To carry out an annual review of the contract no later than March each year.
4. To consider any amendments to the Contract and Job Description as put forward by either the Parish Meeting, the contractor or any professional body (NALC, SLCC etc.) and recommend to the Committee any action considered necessary.
5. To investigate any complaint relating to any contractor employed by the Parish Meeting and take any action necessary and report to the Parish Meeting, taking into account the need to preserve the principle of natural justice and to be mindful of the requirements of the Health & Safety at Work Act 1974, Sex Discrimination Act 2008, Equality Act 2010 and Dispute Resolution Procedures and the ACAS Code of Practice 2015.

Finance

1. Develop and recommend to Council policies and procedures for the financial management of the Council.
2. Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible.
3. Prepare an annual budget for the Parish Meeting and recommend an annual precept.
4. Monitor performance against budget and report significant variances to Parish Meeting with recommendations for appropriate action.

5. Undertake a quarterly review and reconciliations of the account(s).
6. Monitor purchasing decisions to ensure value for money as agreed in the Financial Regulations.
7. To review any lease or legal arrangement and make recommendations to Full Council.
8. Undertake a financial risk analysis annually and review the Parish Meeting's insurance arrangements to ensure that property and identified risks are adequately insured.
9. Receive and review Audit Reports and ensure the implementation of any recommendations.

Audit and Governance

1. Carry out an annual review of the Standing Orders, Financial Regulations and Terms of Reference for all committees and present them to the annual parish meeting acceptance.
2. To review on a regular basis, the governance of the Parish Council and recommend any actions as appropriate.
3. Ensure that the Parish Council's financial practices and annual governance reviews comply with the Financial Regulations set out by the Audit Commission, Central Government and Parish Meeting's adopted Financial Regulations.
4. Review and monitor the Assets Register and recommend appropriate action to the Parish Meeting.
5. Receive the report of the Auditor and recommend to the Parish Meeting any action necessary.
6. Consider the financial implications of the Council's responsibilities arising from any non-budgeted recommendations of its committees and make appropriate recommendations to the Parish Meeting.

Code of Conduct and Complaints

1. Four members of the Chairman's Advisory Committee, excluding the Chairman and Vice Chairman of the Parish Meeting will review any complaints received.
2. The members will gather evidence and review the complaint. The members will maintain confidentiality at all times, and will make known its finding at the next appropriate Chairman's Advisory Committee Meeting.
3. Breaches of the Code of Conduct will be referred to the District Council Monitoring Officer for investigation. The members will gather and submit the evidence to submit to the District Council. The members will maintain confidentiality at all times, and will report the findings at the next appropriate Chairman's Advisory Committee Meeting.

Minutes of all meetings will be recorded by the Parish Clerk, or any member nominated at the meeting. The minutes will be open for inspection by members of the public and will be uploaded to the website. All meetings are open to the public and press, unless the matter is confidential by resolution the Committee may decide to exclude the Press and Public from any part of the meeting.

These terms of reference were adopted by the Parish Meeting at its meeting held on 23rd May 2024 Minute No 08.24(5) and will be reviewed annually. The review will be recorded in minutes of the Annual Parish Meeting.