



GAMLINGAY PARISH COUNCIL

The Eco Hub
Stocks Lane
Gamlingay
Beds
SG19 3JR

Telephone: 01767 650310
email: clerk@gamlingay-pc.gov.uk

Gamlingay Parish Council Structure

Committees of the Council

Full Council comprises 15 elected and/or co opted Councillors, and meets every second Tuesday of the Month, except August to conduct council business and to receive reports from its Committees, and sub Committees.

Finance and General Purposes Committee, comprises a minimum of 6 Councillors and has the main purpose of managing the financial affairs of the Council, and dealing with routine issues. The following sub committees report to this committee: Staffing Sub Committee, all Parish Council village hall committees. It meets on the fourth Tuesday of every month except, April, December and August.

Consultation Committee, comprises a minimum of 6 Councillors and has the main purpose of commenting on external consultation documentation and internal policies and procedures. It will meet a minimum of three times a year, when required.

Planning Committee comprises a minimum of 6 Councillors and its main purpose is to provide consultation responses to South Cambridgeshire District Council and Cambridgeshire County Council with regard to Planning Applications and tree applications within the parish boundary, within certain timescales. It meets on the second and fourth Tuesday of the month, with the exception of August, by demand. It also has powers to approve Council expenditure-cheques and BACS payments when Council is in Summer recess.

Staffing Committee comprises minimum of three councilors and its main purpose is to discuss staffing issues in detail in order to formalize and standardize employment policies and procedures. To meet on demand.

Approved 14-04-09 Amended November 2012 (staffing)



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Terms of Reference

1) Full Council

Introduction: The main body corporate, with perpetual succession, overseeing Council business. Its role is to represent the parish to other agencies and bodies, ability to express the local community's views through consultation, and deliver local services to the Gamlingay community, in partnership with principal councils.

Composition: 15 Elected or Co-opted Councillors

Purpose: Is to:-

- a) Instruct, debate and oversee Council business, by the powers and duties of Parish Councils which are determined by legislation.
- b) Receive and act upon reports and resolutions from Parish Council committees.
- c) Advise Clerk/s to undertake Council business on the Councils behalf.
- d) Ensure proper management of all council operations including, land and building ownership, management and maintenance, finance, employment, policy, risk assessment, audit and best practice.

2) Finance and General Purposes Committee

Introduction: A committee of the Council, with main responsibilities relating to financial management, and financial policy.

Composition: A minimum of 6 Councillors

Purpose: Is to:-

- a) Review the budget, funding expenditure, review Councils financial status with regard to the Councils Financial Regulations and make recommendations to Full Council.
- b) Set the precept for recommendation to Full Council
- c) Receive reports from sub committees and other committees with regard to general operations of the Council, and make recommendations and decisions on general Council business.
- d) Advise Clerk/s to undertake business on the Councils behalf
- e) Deal with any matters of urgent business between Council meetings.

3) Consultation Committee

Introduction: A committee set up to discuss consultation documents by external agencies, and to agree and make recommendations and amendments of Councils policies and procedures.

Composition: A minimum of 6 Councillors

Purpose: Is to:-

- a) Consider and respond to documents received by the Council.
- b) Monitor, review and recommend amendment, creation and revisions to Councils internal policies with regard to best practice
- c) Advise other Committees of best practice, changes to roles and nature of external agencies, including Local Development Framework.
- d) Advise Clerk/s to undertake business on the Councils behalf

4) Planning Committee

Introduction: Committee to deal with consultation on Planning Applications

Composition: A minimum of 6 Councillors

Purpose: Is to:-

- a) Provide recommendations to Full Council with regard to Large Scale Planning Applications (LSPA's)

- b) Provide resolutions to consultations on general planning applications.
- c) Provide comments on proposed works to listed buildings and proposed works to tree preservation orders.
- d) Advise Clerk/s to undertake business on the Councils behalf
- e) Approve Council's expenditure during Summer recess.

5) Staffing Committee

Introduction

Due to the recent increases in functions and duties of the Parish Council and the number of staff now employed, it was resolved (AGM 13th May 2008) to set up a staffing sub committee.

Composition

4 councillors -Cllr C Tomsett, Cllr J Wright, Cllr N Telford-Reed and Cllr J McGeady. Clerk to attend to take minutes and provide guidance. Sub committee to elect Chair. Quorum = 3. Meeting at least twice per year/as needed in closed session.

Purpose

To discuss staffing issues in detail in order to formalise and standardise the parish councils employment policies and procedures. The committee can then make recommendations for resolution by F&GP/full council. Specific issues include-

- i) Conduct an initial, then annual review of all employees contracts and pay scales to ensure they comply with latest local authority terms and conditions with regard to hours/holidays/sick and maternity pay and pension provision.
- ii) Decide on annual pay increments Report any increases in pay, advertising or other staffing costs to P&R in order that initial precept calculations can be made for the next financial year.
- iii) Formulate Annual leave policy – confirm when leave year begins/ends and whether untaken leave should be carried forward/paid in lieu/lost.
- iv) Review opening hours of office to the public/ contact procedure for councillors
- v) Arrange annual staff appraisal for clerks/other employees.
- vi) Approve advertisements/review applicants and interview candidates for any vacancies.
- vii) Be responsible for disciplinary and grievance procedures.

Approved

14-04-09

Additions – November 2012-Staffing