Hurstpierpoint & Sayers Common Parish Council
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Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Committee Structure and Responsibilities

Presented to Council on 18 May 2023

Full Council (15 Members)

Terms of reference:

- Approval and adoption of all policies
- Approval of any expenditure over £10,000
- Approval of Annual Governance Statement, Annual Accounting Statement and Dates for the Public to Inspect the Accounts
- Approval of annual budget
- Approval of annual charges review

Planning Committee (7 Members)

Terms of reference:

- Review planning applications and make recommendations to the planning authority
- Review street closure applications
- Agree protocol for delegation of minor applications to committee Chair and Vice Chair to determine
- Initial review of wider planning matters
- Develop and deliver agreed outputs from Parish Action Plan
- Manage in year committee budget if applicable within programme and delegation
- Identify and justify committee budget for future year

Community Engagement Committee (5 Members)

Terms of reference:

- Liaison with community groups on local topics
- Allocation of grants
- Maintain and monitor emergency plan
- Develop and monitor implementation of the Sustainability Strategy
- Supervise Council's communications – website, noticeboards, newsletter, social media
- Develop and deliver agreed outputs from Parish Action Plan
- Manage in year committee budget within programme and delegation
- Identify and justify committee budget for future year

Finance, Governance & Estates Committee (5 Members)
(Membership to include Chairs of Committees with delegated budgets)

Terms of reference:

- Lead for Parish Action Plan
- Approval of payments outside the delegated authority of other committees
- Monitoring of income, expenditure and the accounts
- Budget preparation
- Monitoring of compliance with Financial Regulations
- Reviewing corporate and financial risks and insurance arrangements
- Property management, leases and contracts outside the delegated authority of other committees
- Set internal audit process
- Supervise routine maintenance and regulatory compliance of the Parish Council estate, including Hurst Meadows, Village Centre and Court Bushes Hub, and the appointment of contractors and the implementation of new projects approved by the Council

- Review operational and management issues relating to streetlights, toilets, recreation grounds, waste and dog bins, cemetery trees and allotments
- Oversee the day to day operation and use of the Village Centre (as delegated by Council as sole trustees of the charity) and the Court Bushes Community Hub
- Monitor the financial performance and review charging rates for the Village Centre and Court Bushes Hub
- Ensure the terms of the lease are being met at the Village Centre and Court Bushes Hub
- Monitor winter maintenance delivered by other authorities
- Develop and deliver agreed outputs from Parish Action Plan
- Manage in year committee budget within programme and delegation
- Identify and justify committee budget for future year

Highways, Cycleways & Footpaths Joint Council Working Group (3 Members)

Terms of reference:

- Consider traffic and parking issues and make recommendations to Council for CHS/TRO applications
- Consider possible cycle routes, liaise with WSCC and make recommendations to Council
- Review footpaths in the parish and feed comments into WSCC Public Rights of Way or Highways Team

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Hurst Meadows Working Group (2 Members)

Terms of reference:

- To ensure that the terms of the covenants, planning agreements and the Landscape & Ecology Management Plans are followed
- To review the management of the area and make recommendation to E&FM Committee for change
- To review the benefits to the community and make recommendations to E&FM Committee for change
- To consider the introduction of new projects and make recommendations to E&FM Committee
- To ensure that maintenance and projects are undertaken satisfactorily

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Events Working Group (3 Members)

Terms of reference:

- To plan the Annual Parish Meeting and make recommendations to CE Committee
- To plan the St Lawrence Fair stall and make recommendations to CE Committee
- To plan the Remembrance Sunday road closure and make recommendations to Council
- To consider requests for new events or assistance with third party events and make recommendations to CE Committee

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Sustainability Strategy Working Group (3 Members)

Terms of reference:

- To review the Sustainability Strategy and make recommendations to Council of changes
- To add the detail to the action plans
- To liaise with PC Committees to implement the internal actions relevant to them
- To work with partners to support them implement the external actions

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Staff Panel (Membership to include Chairman of the Council plus two other councillors)

Terms of reference:

- The Panel will report to full Council
- To act as a recruitment panel when necessary and recommend Clerk appointments to the Council
- To review and recommend contracts of employment, job descriptions and person specifications for staff
- To review staffing structures and levels
- To review staff salaries and terms of conditions
- To act as a disciplinary panel as set out in the Disciplinary Policy or as a grievance panel as set out in the Grievance Policy. If there are insufficient members who are independent of the original panels for appeal purposes, Members of Council may be substituted instead
- To review all policies that relate to staff employment as required
- To ensure the Council complies with all legislative requirements relating to the employment of staff.