



PARISH COUNCIL

Parish Clerk

Finance and Administration Committee (F&A)

Environment and Amenities Working Party (E&A)

Footpaths and Highways Working Party

SUMMARY TERMS OF REFERENCE
MEMBERSHIP
 At least three Parish Councillors and the Responsible Financial Officer (RFO)
APPOINTMENT OF THE COMMITTEE
 At the Annual General Parish Council meeting held in May each year. At the first F&A meeting following these appointments the committee will appoint a chair and vice chair for the forthcoming year.
FREQUENCY OF MEETINGS
 The committee will meet ~~quarterly~~ **half yearly** and any other time that is needed. A quorum at each meeting shall be three members and the RFO in attendance.
MAIN RESPONSIBILITIES

- To note the quarterly bank reconciliations
- To annually review the financial regulations (first meeting after appointment of committee)
- Liaise with the full Council from October to produce a draft budget for the following year
- Produce draft budget for council to review in November and agree in December
- Submit budget for final approval in January
- To consider grant applications and make recommendations to council
- To consider necessary expenditure and make recommendations to council
- To annually review rental/lease agreements (March/September)
- To manage employees of the council and conduct employee reviews
- To annually review risk and asset registers (October)
- To review annually specifications and contracts for contractors (February)
- To produce end of year accounts and necessary sign off
- To provide council with quarterly reconciliation of annual budget

OBJECTIVES

- Ensure the character and unique environment of the villages and open space in the Parish is protected and improved for future generations of residents.
- Enhance leisure and recreational facilities within the Parish.
- Examine options and apply for funding of new community facilities and initiatives.
- Maintain and improve relationships between other environment and conservation groups and organisations both locally and nationally.

The E&A Working Party may consider any issues relating to the management of the land and facilities within the Parish Boundaries and make recommendations to the Parish Council these can include:

- Clean-up Programmes
- Conservation and Planting Programmes
- Council owned Land
- Improvement of Parish Identity
- Playing Fields and Play Areas

A number of projects or sub working parties can be created to facilitate different areas of the parish environment or parish amenities. Some projects will be short lived others will be on going depending on the requirements and objectives.

Can Include:

- Nature trail
- Play Areas
- Allotments
- Heritage including Churches, Woolsthorpe Manor
- Youth Club

OBJECTIVES

Areas monitored by the Working Party are:

- Roads
- Signage
- Street-lighting
- Drainage and Flooding
- Safety:-
 Speeding
 Driving in bad weather (gritting)
 Pedestrians (especially children)
- Lorries
- Traffic calming
- Accidents
- Planning

Can include:-

- Road Traffic Group
- Neighbourhood Watch