

# Great Waltham Parish Council

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## Terms of Reference – Recreation Committee (“Committee”)

1. The Committee is primarily constituted to monitor all Council recreational assets.
2. The Committee will comprise a minimum of 7 members of the full Council.
  - a. One member will be the Council Chair.
  - b. The second member will be the Council Vice-Chair.
  - c. 5 members will be appointed to the Committee at the Annual General Meeting (AGM) of the Council (or at future meetings if joining by co-option).
3. A quorum of the Committee will be one half of its voting members (if applicable, rounded down).
4. At its meetings, only Committee members will be entitled to vote and each member will have one vote. The Chair of the Committee will have a second and casting vote in the event of equality of votes.
5. Unless otherwise stated and agreed, the Committee’s meetings will be public meetings.
6. The first order of business when the Committee convenes after an AGM will be to elect a chair of the Committee.
7. The Committee meets at least 6 times a year.
8. The Committee will prepare an annual plan for the recreation assets in advance of the budget meeting of the Finance & General Purposes Committee.
9. The Committee is responsible for arranging the annual ‘Play in the Park’ event(s) within its budget.
10. The Committee will not have any finances allocated to it.
11. Items to be discussed at the Committee meeting must be on the agenda.
12. The agenda will be published in advance of the meeting (in accordance with Standing Orders) and e-mailed to members and displayed on noticeboards.
13. Minutes of Committee meetings will be distributed promptly.
14. The Parish Clerk will act as secretary.

# Great Waltham Parish Council

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## **Terms of Reference – Finance & General Purposes Committee (“Committee”)**

1. The Committee is primarily constituted to monitor all Council income and expenditure, oversee financial management, financial risk, and internal and external audit arrangements.
2. The Committee will comprise a minimum of 6 members of the full Council.
  - a. One member will be the Council Chair.
  - b. The second member will be the Council Vice–Chair.
  - c. 4 members will be appointed to the Committee at the Annual General Meeting (AGM) of the Council (or at future meetings if joining by co-option)
3. A quorum of the Committee will be one half of its voting members (if applicable, rounded down).
4. At its meetings, only Committee members will be entitled to vote and each member will have one vote. The Chair of the Committee will have a second and casting vote in the event of equality of votes.
5. Unless otherwise stated and agreed, the Committee’s meetings will be public meetings.
6. The first order of business when the Committee convenes after an AGM will be to elect a chair of the Committee.
7. The Committee meets at least 4 times a year.
8. The meeting towards the end of the calendar year will set the budget and suggested precept for the following financial year – which must then be approved in full Council.
9. The primary policy guiding the Committee is the financial regulations.
10. The Committee will prepare an annual budget, carry out tasks delegated to it from the full Council and investigate any and all major financial transactions.
11. All income (including grants) will be reviewed by the Committee while building the budget and in making recommendations to the full Council for action in the following financial year.
12. The Committee will not have any finances allocated to it.
13. Items to be discussed at the Committee meeting must be on the agenda.
14. The agenda will be published in advance of the meeting (in accordance with Standing Orders) and e-mailed to members and displayed on noticeboards.
15. Minutes of the Committee’s meetings will be distributed promptly.
16. The Clerk will act as secretary.

# Great Waltham Parish Council

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## Terms of Reference – Highways & Transport Committee ("Committee")

1. The Committee is tasked with monitoring and analysing highways, footpath and transport matters affecting the Parish of Great Waltham.
2. The Committee will comprise a minimum of 6 members of the full Council:
  - a. One member will be the Council Chair.
  - b. The second member will be the Council Vice-Chair.
  - c. 4 members will be appointed to the Committee at the Annual General Meeting (AGM) of the Council (or at future meetings if joining by co-option).
3. A quorum of the Committee will be one half of its voting members (if applicable, rounded down).
4. At its meetings, only Committee members will be entitled to vote and each member will have one vote. The Chair of the Committee will have a second and casting vote in the event of equality of votes.
5. Unless otherwise stated and agreed, the Committee's meetings will be public meetings
6. The first order of business when the Committee convenes after an AGM will be to elect a chair of the Committee.
7. The Committee meets a minimum of 4 times a year.
8. The Committee's objectives are:
  - a. To monitor the parish's highways with the aim of making recommendations to improve safety, effectiveness, and efficiency.
  - b. To monitor public (and all other) transport timetables and services with the aim of identifying issues for the Council to raise/progress.
  - c. To act as the conduit for liaison with parish residents and local action/speed watch groups on highways, footpath, and transport matters.
9. The Committee's scope will include:
  - a. Roads and road safety including parking issues.
  - b. Speed Indicator Devices and speeding concerns.
  - c. Safe and efficient traffic and pedestrian movement throughout the parish.
  - d. Provision and repair of bus shelters for which the Council has responsibility.
  - e. Passenger transport services.
  - f. Street lighting.
  - g. Pavements and footways.
  - h. The parish's Public Right of Way (PROW) network of footpaths, byways, and bridle ways.
  - i. Potholes and road/pavement repair.
  - j. Obstruction of pavements (from vehicles or from overhanging and encroaching vegetation).
  - k. Flooding and other weather-related issues as they affect travel within the parish.
  - l. The condition of verges, ditches, and grips.
  - m. Any other issue relating to highways, footpaths, and public transport.
10. The Committee may liaise and/or meet with representatives of Essex County Council Highways Department, Chelmsford City Council, other parish councils and highways related organisations, unless directed otherwise by the Council.

11. It is acknowledged that there may be an overlap with planning matters considered by the Council and some aspects of Essex Highways' activities.
12. Essex County/Chelmsford City Councillors and representatives of parish groups may be invited to attend the Committee's meetings, but will have no voting rights.
13. Site meetings may be necessary, prior to or following a Committee meeting.
14. The Committee will not have any finances allocated to it.
15. Items to be discussed at a Committee meeting must be on the agenda.
16. The agenda will be published in advance of the meeting (in accordance with Standing Orders) and e-mailed to members and displayed on noticeboards.
17. Minutes of the Committee's meetings will be distributed promptly.
18. The Parish Clerk will act as secretary.

# Great Waltham Parish Council

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## Terms of Reference – Staffing Committee (“Committee”)

1. The purpose of the Committee will be to deal with all issues that relate to the employment of staff at Great Waltham Parish Council.
2. The Committee will comprise a minimum of 3 members of the full Council. Members will be appointed to the Committee at the Annual General Meeting (AGM) of the Council (or at future meetings if joining by co-option).
3. The Committee shall consist of three members of the Council and two members will constitute a quorum.
4. At its meetings, only Committee members will be entitled to vote and each member will have one vote. The Chair of the Committee will have a second and casting vote in the event of equality of votes.
5. Unless otherwise stated and agreed, the Committee’s meetings will be confidential and not open to the public
6. The first order of business when the Committee convenes after an AGM will be to elect a chair of the Committee.
7. The Committee meets on an ad hoc, as and when required basis.
8. The Committee will report its actions and formulate recommendations where required directly to the Finance & General Purposes Committee.
9. In rare circumstances an item of business considered to be extremely urgent and dependant on timescales may be reported via the next full Council meeting.
10. The Committee will not have any finances allocated to it. Spending requirements will be made via the Finance & General Purposes Committee and ultimately the full Council.
11. A member of the Finance & General Purposes Committee maybe co-opted onto the Committee at any time to enable a meeting to proceed.
12. The main responsibilities of the Committee will be as follows:
  - a. To assess recruitment needs.
  - b. Formulate job descriptions.
  - c. Arranging advertisements of job vacancies.
  - d. Receive, assess, and shortlist job applicants for interview.
  - e. Interview prospective staff and recruit personnel as required.
  - f. Monitor and recommend any required changes in working practices.
  - g. Consider individual employees’ development.
  - h. Deal with any employee disputes or issues such as harassment, grievance, request for flexible working, ill health etc.
  - i. Any other required matter that is related to human resources.
13. The following actions have been delegated to the Council’s chair by the Committee:
  - a. Day-to-day management of the Parish Clerk.
  - b. Parish Clerk’s annual appraisal.
  - c. Parish Clerk’s objective setting for the year.

14. Items to be discussed at the Committee meeting must be on the agenda.
15. The agenda will be published in advance of the meeting (minimum 3 clear days) and e-mailed to members and displayed on noticeboards.
16. Minutes of the Committee's meetings will be distributed promptly.
17. The Parish Clerk will act as secretary, unless that is inappropriate given the nature of the matter being considered.