Appendix 1 Appointment Of Committees and Working Parties And Their Terms Of Reference

Councillors;

When considering whether you wish to sit on a Committee, please consider whether you have the relevant skills and time to be an active member. Additionally, as there are only 5 members to each Committee, but 3 members required to be quorate, commitment to attending these meetings is essential.

<u>Planning Committee</u> requires time spent before a meeting looking at all planning applications received, report writing and possibly speaking to the public and planning officers.

<u>Finance Committee</u> requires time spent before a meeting reviewing grant applications, budgets and reserves and an understanding of both Council Financial Regulations and Employment Law will be required

PLANNING COMMITTEE (Amended)

STANDING ORDERS; As per full Council with the exception of;

The composition, time, date and place of meetings of a committee are determined by the council or the committee itself. No statutory annual or similar meetings are required.

This committee will normally meet publicly every 4 weeks or at a frequency which fulfils Local Planning Authority (LPA) planning policy

QUORUM; 3 Members

MEMBERS; 5 Councillors

POWERS:

Under section 101 (1) of the Local Government Act 1972, Alderholt Parish Council has delegated its statutory powers and functions to this committee for the municipal year 2018/19 to deal with;

- 1. Commenting on all planning applications relating to Alderholt as a statutory consultee
- 2. Commenting on matters relating to Tree Preservation Orders (TPO's)
- 3. Commenting, where appropriate on all planning appeals relating to Alderholt with the exception of larger-scale developments (over 10 units)
- 4. To liaise with the public and other organisations concerning planning applications

Consultations and larger-scale developments (over 10 units) will be dealt with by full Council

Procedures to be followed as laid down in APC Planning Protocol. Any changes to the protocol to be decided by the clerk in liaison with the assistant clerk and the Planning Committee Chairman.

If there are no applications received during the meeting cycle, the meeting may be cancelled at the discretion of the Planning Chairman and assistant clerk.

The assistant clerk will request a time extension from the LPA EDDC for any applications where the response date does not fit into the meeting cycle. If an extension is not possible, an additional meeting may be called or if the application is straightforward, at the discretion of the Planning Chairman and assistant clerk, members' comments may be submitted by email to the assistant clerk. In the latter instance, a public notice must be displayed for 3 clear days inviting members of the public to make comments to the parish office before the council response is submitted.

This committee has no financial powers

FINANCE COMMITTEE (Amended)

STANDING ORDERS; As per full Council with the exception of;

The composition, time, date and place of meetings of a committee are determined by the council or the committee itself. No statutory annual or similar meetings are required

This committee will normally meet publicly twice a year or more often if it is deemed necessary by the Committee Chairman or clerk.

QUORUM; 3 Members

MEMBERS; 5 Councillors

POWERS; Under section 101 (1) of the Local Government Act 1972, Alderholt Parish Council has delegated its statutory powers and functions to this committee for the municipal year 2018/19 to make decisions regarding;

- 1. To review budgets and reserves and amend if necessary
- 2. To allocate grants in respect of applications received within the agreed annual budgets.
- 3. To consider employment issues including appraisals, contracts, salaries
- 4. To deal with any complaints in line with the Parish Council Complaints procedure

- 5. Note; Annual budget setting will now be dealt with by full council. The Clerk will draft budgets for discussion with the Chairman and Chairman of Finance Committee. Proposals will then be made to full council for consideration.
- 6. New Policies and reviews will now be dealt with by full council
- 7. Grant application 2 x annual closing dates will be set in line with the Finance meeting dates

NOTES TO THE ABOVE;

Substitute Members To Committees;

Refer to APC Standing Orders for Local Councils-Refer to Part One Law and Procedures for Local Councils; Delegation Arrangements S.4 (m);

S.12(2) of the LGA 1972 requires the Council to fix the number of Councillors and non Councillors and their terms of office in a committee. Standing orders permit that substitute members may be appointed which may be particularly useful if ordinary members are not able to attend deeming the meeting inquorate. Standing orders should regulate the circumstances in which a substitute is justified and provide that if the substitute member is legitimately summoned to and is present at a meeting which the ordinary member he is replacing then attends, the ordinary member cannot participate in that meeting.

- j) The Council may wish to appoint substitute members to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the proper officer at least two working days before the meeting that they are unable to attend.
- k) An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

Substitute members will be all remaining Parish Councillors and will apply to all committees. Committee members should make every possible endeavour to attend committee meetings and substitute members should not be used as the norm

All previous working parties of Alderholt Parish Council are disbanded. The new 97 Bus working party is a new group whose terms of reference were agreed at APC meeting in April 2018.

97 BUS JOINT WORKING GROUP

MEMBERS; 2 Cllrs and clerk

Terms of Reference for the 97 Bus Joint Working Group (the Group) to be agreed by all 3 participating councils. They are based on discussions held at the joint meeting on 21st March, Alderholt Parish Council agreed at meeting 16th April 2018. Cranborne and Knowlton to also agree.

- The 97 Bus JWG (the Group) is made up of 2 Councillors from each of the participating Councils - Alderholt PC (APC), Cranborne & Edmondsham PC (CPC) and Knowlton PC (KPC) and their Clerks.
- APC will be the lead Council.
- The Group has No delegated powers.
- The Group will meet regularly at least bi-monthly to review progress and make further funding applications.
- Reports from the Group will be made back to the 3 participating Councils.
- Notes of the Group meetings will be made including dates and attendees for reference.
- The objective of the Group is to obtain funding for the 97 bus for the year 2019 and beyond if possible.
- The Group will have the authority to complete grant and funding applications and write letters to organisations requesting funding. Such applications and letters to state the purpose of the JWG as follows: -

"The 97 Bus Joint Working Group is a group of three Parish Councils (Alderholt, Cranborne & Edmondsham and Knowlton) who are supporting a 16-seater minibus "off peak" regular bus service - the 97 which runs between Fordingbridge and Ringwood via Alderholt, Cranborne and Verwood, and the outlying settlements, to assist our residents.

We are looking to obtain funding to continue this 97 bus service which runs 3 mornings a week and is provided by Dorset Community Transport (a not-for-profit organisation) part of the ECT Charity, which is renowned for providing high quality community transport services across the country. The project cost for 2019 is £15,400.

Should you be able to support this project by providing funding, any donations will be directed to Alderholt Parish Council, the lead council for the 97 Bus Joint Working Group."

- Any monies obtained will be held by APC in a separate 97 bus reserve account specific to this project.
- Monies for the 97 bus received by CPC ad KPC will be forwarded to APC.
- Should the funding received not be sufficient for a 3-day week service. The Group will discuss with Dorset Community Transport whether a 2-day week service is viable, and other options.

- If no 97 Bus service is to be provided in 2019 any/all monies received will be returned to the relevant donor organisation(s).
- The above to be agreed by all 3 participating Councils.