

## **Chidham & Hambrook Parish Council**

### **Planning Committee**

#### **Constitution and Terms of Reference**

1. The Planning Committee is a standing committee of Chidham and Hambrook Parish Council and is authorised by the Council to act on its behalf as a statutory consultee on all planning applications referred to it by Chichester District Council. Its decisions do not require ratification by the full Parish Council. Copies of its decisions will be made available to the public via the Council's website.
2. Members of the Planning Committee will normally be appointed by the Council at its Annual Meeting in May and the Chair of the Planning Committee elected by members at the first subsequent meeting of the Planning Committee. The Chairman of the Planning Committee shall not normally be the Chairman of the Parish Council. The membership will be a maximum of seven, including the Chairman of the Committee.
3. The quorum for meetings will be three. As Standing Orders require Committee Members to be appointed annually by the Council, those Councillors who are not on the Planning Committee cannot participate in its meetings other than as members of the public.
4. Ordinary meetings will normally be held every 3rd Thursday of the month.
5. If there is no business to transact, a scheduled meeting may be cancelled. The Committee may also meet as and when necessary, to comply with the deadlines for comment on applications.
6. For each meeting, the agenda, date, time and venue will be posted on the Council's website and notice boards. The notice period will be as specified in the Council's Standing Orders, and all meetings will be conducted in accordance with those Orders. The Clerk shall attend Planning Committee meetings and shall notify Chichester District Council of the Committee's views as soon as is practicable after the meeting.
7. Members of the public may attend planning meetings and make representations in the Open Forum for planning matters in the Parish that are not on the agenda. For applications that are being considered on the agenda up to three members of the public may speak in support of an application for a maximum of three minutes each. In the same way up to three members of the public may speak to object to an application for a maximum of three minutes each. Members may ask questions of any or all of those who speak. Once questions, if any, have been asked the public cannot participate further.

Adopted by Chidham and Hambrook Parish Council  
6 May 2021

# **Chidham and Hambrook Parish Council**

## **Finance Committee**

### **Constitution and Terms of Reference**

#### **Purpose:**

The role of the Parish Council in this respect is to conduct the financial affairs of the Parish Council so that they are fully in accordance with all relevant statutory regulations, in particular the Accounts and Audit Regulations 2003, the associated Governance and Accountability for Local Councils (Practitioners' Guide 2010), the Council's Standing Orders and Financial Regulations.

Under the regulations the Council as a whole is responsible for its financial affairs including decisions on funding and expenditure and therefore the Finance Committee simply makes recommendations to the full Council. The Parish Council will at all times aim to ensure that the conduct of its financial management is carried out in a prudent manner so as to provide high value for the element of Council Tax paid by residents of the Parish and to make optimum use of Parish Council assets.

#### **Constitution:**

The Committee shall comprise of the Chairman and at least four other members of the Council. The quorum will be three members.

Members of the Finance Committee will normally be appointed by the Council at its Annual Meeting in May and the Chair of the Planning Committee elected by members at the first subsequent meeting of the Finance Committee.

The committee shall meet as required.

The Public and Press may be admitted to all meetings, however they may temporarily be excluded should the committee be required to consider matters of a sensitive financial or personal nature.

#### **Terms of Reference:**

1. To maintain an overview of the financial aspects of the business of the Parish in liaison with the Responsible Financial Officer including reviewing income and expenditure against the approved budget during the financial year.
2. To draw up the annual budget for submission to the Council for approval. In carrying out this function the Committee will ensure that all proposals accord with the relevant legislation and Section 137 of the Local Government Act 1972 and fully reflect the policies of the Parish Council.
3. Based on the budget prepared, to submit a proposal to the Council for the amount of the annual precept.
4. To ensure that all reserves are managed in line with the Council's Financial Regulations.
5. To make recommendations to the Council regarding the appointment of an Internal Auditor.
6. To receive and review both Internal and External Audit Reports and arrange for implementation of any recommendations.

7. To keep under regular review the Council's financial risk assessment, internal controls and the financial implications of all other risk assessments following reports from the Safety Committee.
8. To regularly review and assess all insurance policies and asset registers held by the Council.
9. To review annually and update the Financial Regulations, ensuring they are observed and make appropriate recommendations to Full Council.

Adopted by Chidham and Hambrook Parish Council  
6 May 2021

# CHIDHAM AND HAMBROOK PARISH COUNCIL

## Staffing Committee

### Constitution and Terms of Reference

#### **Membership:**

Four Councillors. The Chairman of the Council in attendance ex officio without voting rights.

Membership of the Committee will be decided at the Annual Meeting or at a Council meeting. The Chair of the Staffing Committee will be elected by members at the first subsequent meeting of the Staffing Committee.

#### **Quorum:**

The quorum will be three members.

#### **Meetings:**

The Committee will meet at least once a year and as and when necessary. Meetings will be in private rather than in public due to the confidential nature of business. The Clerk will not automatically attend meetings of the Staffing Committee, except by invitation.

#### **Purpose:**

The Staffing Committee, in conjunction with the Clerk where appropriate, will be responsible for personnel, employment, remuneration and management of Parish Council employees.

#### **Confidentiality:**

All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

#### **Delegated powers:**

The Committee shall have delegated powers to act on behalf of the Council to deal with all personnel, employment, and recruitment matters.

To ensure the Council complies with all legislative requirements relating to the employment of staff.

Taking as the basis the nationally agreed terms and conditions and contracts of employment produced by the National Association of Local Councils and the Society of Local Council Clerks the Committee shall:

- review annually (in June) the Clerk's salary level, contract of employment, job description and conditions of service and make recommendations to the Council
- review annually and appraise the performance of the Clerk and to report to the Council when completed
- ensure that an effective system of performance management is maintained for the Clerk
- advise and make recommendations to the Council about the pension provision of the Clerk
- oversee the appointment and recruitment process of Council employees.

- recommend the appointment or termination of contract for the Clerk.
- review periodically all employment policies and procedures, including the Disciplinary and Grievance Procedures, the Equality Statement and Health and Safety policy for staff
- act on discipline and grievance matters in accordance with the relevant procedures.

Adopted by Chidham and Hambrook Parish Council  
6 May 2021

## **Chidham & Hambrook Parish Council**

### **Public Open Spaces Advisory Committee**

#### **Constitution and Terms of Reference**

1. The Public Open Spaces Advisory Committee (POSAC) is established to manage all open space and play areas in the Parish that belong to or are pending acquisition by Chidham & Hambrook Parish Council (the Council) including Pynham Meadow and Hawthorne Meadow and the play area in Broad Road, and to be responsible for the management and maintenance of playground and sports equipment in those areas (the Property). With the agreement of the landowner, POSAC may encourage and support local groups that wish to maintain open spaces in the Parish that are not in the ownership of the Council.
2. As an advisory committee, POSAC has no decision-making powers. It advises the Council as outlined in this constitution and its management role is defined annually when the Council agrees the plan for the committee as outlined in 12 below.
3. The committee will advise the Council on how to maintain and improve the capital, amenity and recreational value of the Property for the long-term benefit of the parishioners of the Parish.
4. The committee will consist of a Chairman who unless the Council advises otherwise, will be a member of the Council. The Chair of the committee will be elected by members at the first subsequent meeting of the Committee. The maximum membership of the committee will be ten. The Chairman and the Vice Chairman of the Council may attend as ex-officio members. A maximum of three non-councillor members of the Parish can be appointed by a meeting of the committee because they offer specialist knowledge, expertise or enthusiasm in the work of the committee or represent sections of the local community that are relevant to the work of the committee.
5. The committee will meet as and when required and there will be a quorum of three Councillors. Meetings will not normally be held in public however the committee may choose to hold a designated meeting in public.
6. The committee may establish sub-committees or working groups in order to accommodate particular interest groups or skills on a short- or longer-term basis without reference to the Council. These sub-committees or working groups to contain at least one Councillor. Members of a sub-committee or working group who are not Parish Councillors will not have voting rights on the committee. The committee will define clear and precise terms of reference for any sub-committee or working group and which will be ratified by the Council before being actioned. These sub-committees or working groups to be reviewed every two years.
7. Notwithstanding 6 above, members of the committee or a sub-committee will be required to inform the Chairman of the committee if they have a personal or pecuniary interest (as defined in the Council's Code of Conduct) in any relevant committee matter.
8. The Clerk will attend meetings only if requested by the Chairman of the committee with the Chairman or a nominee taking responsibility for taking and issuing formal minutes. These minutes to be distributed to all members of the committee and the Chairman and Vice-Chairman of the Parish Council within fourteen days of the date

of the meeting. The Clerk will support and advise the committee in accordance with his/her role as Proper Officer of the Council.

9. The committee will advise the Council on relevant budgetary matters. The committee will make recommendations to the Council's Finance Committee by October each year on future funding requirements for the forthcoming year. In any given financial year, no expenditure may be committed until agreed by the Council.
10. The committee may not apply for or receive additional funds or grants from bodies without the Council's prior permission.
11. The committee will not operate its own banking or accounting arrangements outside those provided by the Council.
12. The committee will prepare a rolling five-year plan for the efficient management, maintenance and improvement of the property for Council approval. To this end the committee may enlist such expert help as necessary subject to 9 above if professional fees are to be paid.
13. The committee will produce a written report for the Council in March and September each year on its operational progress and at other times as necessary or at the request of the Council. In its September report each year it will also seek approval for its plans for the forthcoming year and for any change to longer term plans and will make recommendations regarding expenditure as set out in 8 above.
14. The committee will operate in accordance with the relevant countryside management, health and safety, planning and other legislation and will ensure that in the conduct of its affairs all relevant statutory rules and regulations are followed and obeyed.
15. The committee will ensure that Council land acquired arising from S106 agreements shall be maintained in accordance with those agreements.
16. In all the above matters, and in others that may arise as the consequence of its operation, the committee will be governed by all relevant Council's Standing Orders. All members of the committee are subject to the Council's Code of Conduct.

Approved by Chidham and Hambrook Parish Council  
6 May 2021

Adopted by Chidham & Hambrook Parish Council  
16 May 2019

# Chidham & Hambrook Parish Council

## Steering Group for the Revised Neighbourhood Plan

### Terms of Reference

#### **1. Purpose**

- a. The main purpose of the Steering Group for the Revised Neighbourhood Plan is to oversee the preparation of the revised Neighbourhood Plan for Chidham & Hambrook Parish in order that these will then progress to independent examination and a successful community referendum and ultimately be adopted by Chichester District Council to become planning policy.
- b. The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of the civil parish of Chidham & Hambrook which also includes Nutbourne East. The Group will maximise support for the approach taken in the revised Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

#### **2. Principles**

- a. That the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.
- b. All decisions made shall be fully evidenced and supported through consultation with the local community.

#### **3. Roles and Responsibilities**

In order to achieve this, the Steering Group will carry out the following roles:

- Be accountable for steering and providing strategic management of the revised Neighbourhood Plan for the Parish of Chidham and Hambrook
- Produce, monitor and update a project timetable
- Regularly report back to the Parish Council for endorsement of decisions taken
- To undertake analysis and evidence gathering to support the plan
- Identify sources of funding
- Liaise with relevant authorities and organisations.
- Consult as widely and thoroughly as is possible to ensure that the draft and revised Neighbourhood Plan for the Parish of Chidham and Hambrook is representative of the views of residents
- Agree, subject to ratification by the Parish Council, a final submission version of the revised Neighbourhood Plan for the Parish of Chidham and Hambrook

#### **4. Membership**

- a. The Steering Group will be made up of a cross-section of volunteers from the community, including Parish Councillors.
- b. Membership of the Steering Group is open to all residents of the Parish.

Members of the Steering Group:

1. Must agree with the Purposes of the Group.

2. Must commit to active membership of the group until the goals of the group have been achieved, and as such their efforts will be recognised in the Neighbourhood Plan documentation.
3. Members intending to resign their membership should notify the Secretary.
4. Members who miss three consecutive meetings may lose their membership, subject to a simple majority vote of the Steering Group.

## **5. Decision Making**

- a. The Steering Group has full delegated authority from the Parish Council to deliver its plan making functions up to and including completion of the Consultation Draft Plan. The Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Revised Neighbourhood Development Plan prior to publication for consultation and independent examination.
- b. The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

## **6. Meetings**

- a. Steering Group meetings will take place at intervals agreed by the group.
- b. Meetings are open to all Steering Group members. Where possible, all meetings should be held within the Parish.
- c. The Steering Group will elect a Chair and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.
- d. The Secretary shall keep a record of meetings and circulate notes to Steering Group members and the Parish Council in a timely fashion.
- e. At least seven clear days' notice of meetings shall be sent to members via email or an alternative agreed communication method.
- f. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, each member shall have one vote. A minimum of five members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The elected Chair shall have one casting vote.

## **7. Working Groups**

- a. The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- b. Each working group should have a lead person from the Steering Group.

## **8. Finance**

- a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Revised Neighbourhood Development Plan work.
- b. The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred.
- c. Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Revised Neighbourhood Plan related work agreed by Chidham & Hambrook parish council in full session.

## **9. Conduct**

- a. It is expected that all Steering Group members abide by the principles and practice of the Code of Conduct as adopted by Chidham & Hambrook Parish Council (available

on the parish council website: <http://www.chidhamandhambrook-pc.gov.uk>) including declarations of interest.

- b. The Steering Group will:
  - i. Be clear and open when members' individual roles or interests are in conflict.
  - ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.
  - iii. Actively promote equality of access and opportunity.

#### **10. Changes to the Terms of Reference**

- a. This constitution may be amended by Chidham & Hambrook Parish Council.

#### **11. Dissolution**

- a. The Steering Group will be dissolved once its objectives have been attained and/or when a majority of its members and Chidham & Hambrook Parish Council, consider its services are no longer required.
- b. The Parish Council will then dispose of any remaining funds in accordance with any conditions imposed by the grant funders in the best interests of residents and the Council.

Approved by Chidham and Hambrook Parish Council  
6 May 2021