

# Blackwell Parish Council - Terms of Reference

## Finance & HR Committee

<b>Authority</b>	Recommendations from the committee are made to council, but specific appropriate items can be delegated by the council to the committee for a decision.
<b>Overall Purpose / Function</b>	To assist the Parish Council in overseeing the proper financial management, financial risks, management strategy, internal and external audit, policy, and employment matters.
<b>Duties and Responsibilities</b>	<p>Overall responsibility for the management of the Council's financial affairs in accordance with the legislative requirements, regulations and guidelines, such as:</p> <ul style="list-style-type: none"> <li>• To prepare and monitor budgets</li> <li>• To make recommendations to Full Council Meetings</li> <li>• To recommend precepts</li> <li>• To ensure adequate financial controls are in place</li> <li>• To implement measures recommended by the internal and external auditors</li> <li>• To monitor purchases</li> <li>• To monitor the risk management risk assessment</li> <li>• To undertake an annual review of the Financial Regulations and the Risk Management Risk Assessment</li> <li>• To advise and make recommendations on matters affecting finance and HR</li> <li>• To make any recommendations as to legal or professional advice as deemed appropriate</li> <li>• To be responsible for all staffing matters, including:             <ul style="list-style-type: none"> <li>○ Employment of staff – advertising, interviewing and recommending</li> <li>○ Staff issues or concerns</li> <li>○ Staff salaries</li> <li>○ Staff grievance/disciplinary matters</li> <li>○ Approval of staff contracts and employment documents</li> </ul> </li> </ul> <p>Reviewing staffing infrastructure</p>
<b>Meetings</b>	<p>Meetings should be conducted in accordance with the Standing Orders</p> <p>The agenda to be prepared by the Clerk in conjunction with the committee Chair</p> <p>The Finance &amp; HR Committee shall meet at least quarterly. Additional meetings may be called – for example if preparing for an audit or if there are employment issues.</p>
<b>Membership</b>	<p>Councillors only</p> <p>Members for 2023/24 – Cllrs Moesby, Newham, Poulter and Burrows</p> <p>Members for 2024/25 -</p> <p><b>Quorum</b> – three members</p> <p><b>Chair and vice chair</b> – elected on first meeting after the annual parish council meeting</p> <p><b>Voting</b> – only committee members may vote and participate at the meeting</p>
<b>Onward Delegation</b>	The FHR Committee can set up a working group if more information or research is needed.
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Financial Regulations</li> <li>• Compliments, Comments and Complaints</li> <li>• Data Breach</li> <li>• Debt Management</li> <li>• Equal Opportunities</li> <li>• Flexible Working</li> <li>• Grievance</li> <li>• Health &amp; Safety</li> <li>• Internal Controls</li> <li>• Keyholder</li> <li>• Lone Working</li> <li>• Maternity</li> <li>• Paternity</li> <li>• Recruitment</li> <li>• Risk Management</li> <li>• Safeguarding</li> <li>• Standing Orders</li> <li>• Training</li> </ul>

# Blackwell Parish Council - Terms of Reference

## Parish Facilities Committee

<b>Authority</b>	Recommendations from the committee are made to council, but specific appropriate items can be delegated by the council to the committee for a decision.
<b>Overall Purpose / Function</b>	To assist the Parish Council in overseeing the
<b>Duties and Responsibilities</b>	<p>Overall responsibility for the management of the Council's buildings – community centres and pavilions:</p> <ul style="list-style-type: none"> <li>• To monitor progress of works undertaken</li> <li>• To develop a long-term schedule of works for larger projects</li> <li>• To control and manage the budget for works on the facilities in line with projected spend within the budget.</li> <li>• To look for funding for projects</li> <li>• To follow current risk assessments and guidance for works to be undertaken (i.e. asbestos)</li> <li>• To submit proposals for development to the Council</li> <li>• To seek public opinion on facilities when required</li> <li>• To seek quotes for work</li> <li>• To make recommendations to Full Council Meetings</li> </ul> <p>To also work in conjunction with the Newton War Memorial Playing Fields, Westhouses Memorial Playing Field and Hilcote Miners Welfare and Community Centre Charities</p>
<b>Meetings</b>	<p>Meetings should be conducted in accordance with the Standing Orders          The agenda to be prepared by the Clerk in conjunction with the committee Chair          The Facilities Committee shall meet at least quarterly. Additional meetings may be called – for example if preparing for an audit or if there are employment issues.</p>
<b>Membership</b>	<p>Councillors only          Members for 2024/25 -  <b>Quorum</b> – three members  <b>Chair and vice chair</b> – elected on first meeting after the annual parish council meeting  <b>Voting</b> – only committee members may vote and participate at the meeting</p>
<b>Onward Delegation</b>	<p>The Facilities Committee can set up a working group if more information or research is needed.          Feedback relating to buildings from the Biodiversity Working Group should also be considered where appropriate.</p>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Biodiversity and Climate Change Acknowledgement</li> <li>• CCTV</li> <li>• Equal Opportunities</li> <li>• Financial regulations</li> <li>• Health &amp; Safety</li> <li>• Keyholder</li> <li>• Safeguarding</li> <li>• Standing Orders</li> <li>• Risk Management</li> </ul>

# Blackwell Parish Council - Terms of Reference

## Parks, Floral and Events Committee

<b>Authority</b>	Recommendations from the committee are made to council, but specific appropriate items can be delegated by the council to the committee for a decision.
<b>Overall Purpose / Function</b>	To assist the Parish Council in overseeing the proper management of the recreation and playgrounds, floral displays and council events and all outside areas.
<b>Duties and Responsibilities</b>	<p>Overall responsibility for the management of the Council's parks and recreation grounds:</p> <ul style="list-style-type: none"> <li>• To monitor the condition of the facilities</li> <li>• To suggest upgrades and improvements and put an implementation plan together</li> <li>• To work with Bolsover District Council and other bodies to find funding to improve recreation ground facilities</li> <li>• To manage the leases for and to work with the football teams</li> <li>• To seek public opinion on facilities when required</li> <li>• To seek quotes for work</li> <li>• To manage the budget for the work</li> <li>• To make recommendations to Full Council Meetings</li> </ul> <p>Overall responsibility for the management of the hanging baskets and floral displays, and events taking place within the parish, for example, Christmas lights, Remembrance Service and other such events:</p> <ul style="list-style-type: none"> <li>• To look at what is currently being provided in the parish</li> <li>• To suggest upgrades and improvements and put an implementation plan together</li> <li>• To work with other local groups and organisations regarding the provision of seasonal and one-off activities</li> <li>• To seeks quotes for provision of services</li> <li>• To seek funding to increase provision</li> <li>• To seek public opinion on provision when required</li> <li>• To manage the budget for the work</li> <li>• To make recommendations to Full Council Meetings</li> </ul> <p>To also work in conjunction with the Newton War Memorial Playing Fields, Westhouses Memorial Playing Field and Hilcote Miners Welfare and Community Centre Charities</p>
<b>Meetings</b>	Meetings should be conducted in accordance with the Standing Orders The agenda to be prepared by the Clerk in conjunction with the committee Chair The Finance & HR Committee shall meet at least quarterly. Additional meetings may be called – for example if preparing for an audit or if there are employment issues.
<b>Membership</b>	Councillors only Members for 2023/24 – Cllrs Newham, Renshaw and Gascoyne Members for 2024/25 - <b>Quorum</b> – three members <b>Chair and vice chair</b> – elected on first meeting after the annual parish council meeting <b>Voting</b> – only committee members may vote and participate at the meeting
<b>Onward Delegation</b>	The PFE Committee can set up a working group if more information or research is needed. Feedback relating to open spaces from the Biodiversity Working Group should also be considered where appropriate.
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Biodiversity and Climate Change Acknowledgement</li> <li>• CCTV</li> <li>• Equal Opportunities</li> <li>• Financial regulations</li> <li>• Health &amp; Safety</li> <li>• Keyholder</li> <li>• Safeguarding</li> <li>• Standing Orders</li> </ul>

# Blackwell Parish Council - Terms of Reference

## Biodiversity Working Group

<b>Authority</b>	To undertake research that can be fed into policy, committees and full council. NO decisions can be made. Information seeking only.
<b>Overall Purpose / Function</b>	To undertake research on biodiversity and climate issues that could be implemented/maintained/explored and can be fed into policy, committees and full council.
<b>Duties and Responsibilities</b>	<p>To undertake research into biodiversity and climate issues/funding/opportunities that could be applied to the parish. Research could be around:</p> <ul style="list-style-type: none"><li>• Parish buildings</li><li>• Parks and recreation grounds – including fences/hedges, maintenance</li><li>• Floral displays</li><li>• Recycling</li><li>• Wildlife areas</li><li>• Tree management</li><li>• Allotments (in conjunction with the Allotment Association)</li><li>• Passing information on to residents on what they can do to help save the environment</li><li>• Anything else that has a positive or negative effect on biodiversity and the environment</li></ul> <p>To also work in conjunction with the Newton War Memorial Playing Fields, Westhouses Memorial Playing Field and Hilcote Miners Welfare and Community Centre Charities</p>
<b>Meetings</b>	Can be arranged as and when needed
<b>Membership</b>	<p>Can include Councillors, experts, members of the public with an interest in biodiversity and the climate Members for 2023/24 – Cllrs Newham, Renshaw and Gascoyne Members for 2024/25 - <b>Chair and vice chair</b> – elected on first meeting after the annual parish council meeting</p>
<b>Onward Delegation</b>	<p>The PFE Committee can set up a working group if more information or research is needed. Feedback relating to open spaces from the Biodiversity Working Group should also be considered where appropriate.</p>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"><li>• Biodiversity and Climate Change Acknowledgement</li><li>• Equal Opportunities</li><li>• Financial regulations</li><li>• Health &amp; Safety</li><li>• Standing Orders</li><li>• Risk Management</li></ul>

# **Blackwell Parish Council - Terms of Reference**

## **Hilcote Miners Welfare and Community Centre Charity**

**Responsibilities** – to make recommendations and decisions in the interests of the charity on behalf of Blackwell Parish Council as the Sole Trustee

## **Newton War Memorial Playing Fields Charity**

**Responsibilities** – to make recommendations and decisions in the interests of the charity on behalf of Blackwell Parish Council as the Sole Trustee

## **Westhouses Memorial Playing Fields Charity**

**Responsibilities** – to make recommendations and decisions in the interests of the charity on behalf of Blackwell Parish Council as the Sole Trustee