

REMITs of standing Committees and Sub-committees, the Chairman of Council and Chairmen of Committees, and of the Clerk

Environment Committee

General - Environment

To keep and develop, so far as it is able, the general environment in the Parish, built or natural, in the way parishioners wish; and to deal with all matters concerning any land or buildings owned, leased or managed by the Council.

To ensure so far as it is able that the Parish and its residents are prepared for any local civil emergency event.

To consider issues relating to highways that require immediate action as they affect or may affect the parish or any parts of it, including issues relating to the physical state and condition of roads.

To follow policies and guidance as may be adopted from time to time by Council.

To report on its business and on significant matters within its remit to Council as and when decided by Council.

Duties – Environment

To review and report to Council on issues relating to the design or condition of highways.

To identify and report any road maintenance, signage or other requirements to the Highway Authority.

To ensure the maintenance of all footpaths by prompting landowners and the County Council to carry out their statutory duties, and by direct action where appropriate.

To ensure proper management of all land and buildings owned, leased or managed by the Council, (particularly recreation grounds, playing fields and play areas) either directly or through appropriate lessees.

To ensure all public and open spaces are protected for the general use of the Parish (in association with the Planning Committee) and make the necessary direct (or delegated) intervention to keep the maximum amount of public open space available within the Parish.

To inspect (for general and insurance purposes) all land and equipment (other than office equipment) under the management of the Parish. To keep it in good order.

To maintain open spaces, roads and paths in a tidy state, and encourage others to do likewise.

To maintain, replace and develop where appropriate all public, street and area lighting.

To maintain and develop where appropriate play area facilities.

To put in place the necessary precautions and procedures to deal with any local civil emergency event, in proper conjunction with the relevant services and authorities.

Authority – Environment

To deal with issues within its remit, save where major decisions are required in which case the matter should be referred to Council for its approval. "Major decisions" is incapable of precise definition, but comprehends

- Financial impact (by reference to absolute amount, departure from budget and risk)
- Long-term impact
- Parish-wide impact
- Expectation of strong public feeling

[These are matters for judgement; to be decided by the Committee.]

To sanction small items of expenditure (up to £500 any one item), but not exceeding in aggregate £2,000 in any year, in any case subject to the expenditure being within a budget heading in that year.

Road Safety Committee

General – Road Safety

To investigate, develop and implement (with Council's authority), so far as it is able, measures to address road safety related issues, within agreed financial limits and in the way parishioners wish.

Duties – Road Safety

To initially deal with all road safety related matters.

To consider issues relating to highways, pavements, etc. that require immediate action as they affect or may affect road safety in the Parish or any parts of it, including issues relating to the physical state and condition of roads, pavements, etc.

To liaise with the following organisations, groups, etc. as appropriate:-

- ESCC Highways, its agents, contractors as appropriate and other agents, contractors etc.as required. [Noting that all road projects will need to be authorised ESCC regardless of how funded].
 - The Committee should seek to establish and maintain good relations with ESCC Highways and related entities.
 - To hold SLR meetings with ESCC and progress actions arising.
- Wealden - ESFRS Speedwatch (and other similar initiatives).
- Sussex Police - Acceptability of plans related to speed management, etc. Speed detection device borrowing & training, etc.
- Police & Crime Commissioner.
- Sussex Safer Roads Partnership.
- Wealden District Council.
- Local residents' Speed Watch teams.
- Other authorities, organisations, groups, etc. not specified above, or succeeding those specified.

To follow policies and guidance as may be adopted from time to time by Council.

To report on its business and on significant matters within its remit to Council as and when decided by Council.

Authority – Road Safety

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Finance & Administration Committee

General

To administer all financial and personnel matters.

To report to Council the financial status of the Council not less than quarterly.

To report to Council the financial and funding implications of proposals by the Council, its Committees and Sub-committees, and to advise Council on those financial implications.

To deal with contractual matters not within the remit of any other committee.

To advise on major administrative and general issues.

To deal with all matters concerning any office equipment owned, leased or managed by the Council.

To follow policies and guidance as may be adopted from time to time by Council.

To report on its business and on significant matters within its remit to Council as and when decided by Council.

Duties

To supervise the Clerk's management of financial matters, including preparation of budgets and cash flow analysis, his monitoring of budgets and his production of annual accounts.

To ensure compliance with the Council's Financial Regulations.

To arrange internal and external audits.

To prepare the draft precept.

To carry out the duties of the Council as an employer, save those for which the Chairman has charge.

To monitor and develop the efficiency of the Parish's administration, including the Parish Office.

To inspect (for general and insurance purposes) all office equipment under the management of the Parish. To keep it in good order. To plan for and arrange its maintenance and replacement.

To monitor and report on any contracts entered into by or affecting the Council except any within the remit of any other committee.

To maintain records of the Parish's assets and ensure their proper protection, except any within the remit of any other committee.

To arrange appropriate insurance of the Council against normally insured risks and of the Council's assets against loss and damage.

To ensure that Council's communications activities are adequate.

To advise on major administrative and general issues referred by Council or its Committees, and refer back to Council as appropriate.

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Strategy Committee

General

To monitor the Parish Plan and other activity in each case as the Council may from time to time direct.

To consider long-term issues relating to traffic and transport as they affect or may affect the parish or any parts of it.

To develop partnership working with other agencies/authorities.

To develop long-term planning policies, including Local Development Framework. And Affordable Housing

To report to Council in a format that the Council may from time to time direct.

Duties

To draft the Parish Plan in consultation with such Committees, parishioners or groups and with such expert advice as the Council may from time to time direct.

To present it to Council with a copy to the Finance and Administration Committee (for its components to be costed).

To monitor and evaluate the implementation of the Parish Plan to establish that it is being implemented efficiently and effectively and remains relevant to Maresfield Parish and its residents: likewise for any other activity referred to it by the Council.

To identify measures to alleviate the adverse impact of traffic and to improve public and other transport for parishioners.

To make recommendations for the revision of the Parish Plan from time to time and in consultation with such Committees, parishioners or groups and with such expert advice as the Council may from time to time direct.

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Planning Committee

General.

To provide the regular consultation and consideration process for planning applications forwarded by the relevant planning authority. To comment on these applications and any other environmental/planning issues.

To maintain a watching brief on developments and activities relating to the Ashdown Business Park site.

To follow policies and guidance as may be adopted from time to time by Council.

To report on its business and on significant matters within its remit to Council as and when decided by Council.

Duties.

To review all planning applications received by the Council.

To review all Tree Preservation Orders notified to the Council and maintain a watching brief on trees subject TPOs.

To review all licensing applications

To represent the Council's views on the above to the relevant planning authority

To maintain a watching brief on all listed buildings, AONBs, SSSIs.

To advise the Parish Council on relevant consultations and changes to planning policies, legislation, regulation, consultations, and information e.g. PPG's, SPGs, Local and Structure Plans, Town & Country Planning, that may affect the Parish.

To review the commercial situation with regard to the owners of portions of the Ashdown Business Park site and take advice as necessary to enable viable courses of action to be put to Council to enable it to encourage a solution in the best interests of parishioners.

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Policy Committee

General

To maintain a watching brief on local, regional and national matters that may affect the Parish, in particular, long-range local government (to include all public services) administration issues, governance, quality councils and regulatory issues; to identify to Council those which it considers Council should be aware of.

Duties

To identify to Council matters which may affect or improve the long-term well-being of parishioners and for which it may be appropriate for the Council to take action, either by applying its own resources or by lobbying for third party action.

To only identify the existence of potential issues, leaving to Council the decision whether, and if so how, to consider dealing with the issues.]

As the Council may from time to time direct, investigate matters allocated to it and develop them as far as possible 'off-line' involving the Committee's Chairman, Vice-Chairman and the Clerk, in liaison with the Chairmen of other Committees, as appropriate.

To meet on an ad-hoc basis to review issues for which decisions should properly be made by reference to competing policy issues; to identify such policies.

To report on the issues to Council in such a way as to assist Council to review the appropriate policies and conflicts between them. To act likewise where relevant factual issues may be hard to determine.

Authority

None.

REMITTS of the Maresfield Recreation Ground (Trustee Management) Committee

General

The object of the Committee shall be the general day-to-day management and control of MRG, including the Pavilion and other buildings, for the benefit of the Parishioners of Maresfield Parish.

Membership

The Committee shall be formed from the following:-

- An appointed representative member from each of the organisations regularly using MRG. Substitute representative members may be appointed and shall have the same powers and discretions as the representative member.
- The Chairman and Vice-Chairman of Council as ex-officio members.
- Three Parish councillors appointed by Council (as Trustee).
- Six Parishioners (including Officers).
- The Parish Clerk
- A Treasurer.
- Additional members to be appointed or co-opted to ensure the smooth running of business.

The membership of the Committee shall be resolved by Council (as Trustee) at its Annual Meeting, where the Chairman of the Committee will also be appointed. The Committee can appoint its own Vice-Chairman and Treasurer.

Duties

- To maintain the land in good condition and to keep all buildings and other structures in good repair.
- To pay all rates, taxes and other outgoings in a timely manner.
- Not to carry out or permit any material change of use of the land within current planning legislation except to obtain planning permission for any material changes approved by Council (as Trustee).
- To determine the annual and other fees to be paid by the organisations using MRG and its Pavilion and other buildings.
- To advise Council (as Trustee) regarding the terms and conditions upon which MRG may be used, subject to the provisions of the 1899 Conveyance, the 1954 Deed of Gift and the 2013 Deed of Dedication.
- To provide the Council (as Trustee) with quarterly accounts and management reports, plus annual audited accounts.
- To review insurance requirements; to be paid by the Council (as Trustee).
- To appoint an Auditor and unpaid officers as necessary.
- To set the quorum for the Committee, the minimum for which shall be one-third of its members.
- To maintain accounting and banking arrangements approved by the Council (as Trustee)

Authority

- To deal with issues within its remit, save where major decisions are required in which case the matter should be referred to Council (as Trustee) for its approval. "Major decisions" is incapable of precise definition, but comprehends
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[These are matters for judgement; to be decided by the Committee.]

- To sanction small items of expenditure (up to £1000 any one item), but not exceeding in aggregate £5,000 in any year, in any case subject to the expenditure being within a budget heading in that year.
- To authorise expenditure in relation to the day-to-day requirements, including maintaining, repairing, improving and insuring MRG, its buildings and their contents.

MRG Park Farm Lane Sub-Committee

General

To investigate and develop recommendations for the management of Park Farm Lane in conjunction with other users of the Lane and its Owners.

Duties

To follow policies and guidance as may be adopted from time to time by Council.

To report on its business and on significant matters within its remit to Council as and when decided by Council.

Authority

To deal with issues within its remit, save where decisions are required in which case the matter should be referred to Council for its approval.

The Clerk

General

The Clerk will be the Proper Officer and Responsible Finance Officer (**Delegated when appropriate**) of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on and assist in the formation of overall policies to be followed in respect of the Council's activities, to ensure that sufficient information is available to the Council for making effective decisions; and to implement constructively all decisions.

The Clerk will be accountable to the Council for the effective management of all its resources and will report to it as and when required. The Clerk will be responsible for the financial records of the Council and the administration of its finances.

To follow policies and guidance as may be adopted from time to time by Council.

To report on his work and on significant matters within his remit to Council at each meeting of Council.

Duties

[Note: In the following paragraphs, the single numeric paragraphs set out the responsibilities; the double numeric, indented paragraphs are a non-exhaustive listing of things expected of the Clerk in fulfilment of the responsibilities.]

1 To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.

2 To monitor and balance the Council's accounts and prepare records for internal and external audit purposes, and VAT payments and repayments.

To implement the Council's procedures for checking and approval of payments, and for collection of receivables.

2.1 Developing and then maintaining the Council's financial accounts on a suitable software based system, including: Producing monthly management accounts; conducting a mini-audit monthly with Councillors; producing annual accounts, including VAT recovery; liaising with internal auditor for annual audit of accounts; liaising with external auditor for annual audit of accounts. Maintain proper PAYE and NIC records for staff, purchase payment system for goods and services required by the Council and VAT reclaim records.

3 To ensure that the Council's obligations are properly met.

4 To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.

4.1 Preparing, in consultation with relevant Chairmen, agendas and papers for all official meetings, usually at least 14 days in advance and distribute to members, usually at least 10 days in advance of the meeting

4.2 Preparing and distributing official notices on Parish noticeboards

4.3 Attending all meetings of Council and its standing committees and where possible and appropriate its sub-committees and ad hoc working groups. Taking notes at meetings and producing full minutes (Council and standing committees) or short action minutes (working groups and other ad hoc meetings). Minutes to be produced in draft within 14 days of meeting and submitted for review to the chairman of the meeting and then circulated.

4.4 Producing Council's annual report by ensuring input from all Chairmen and prepare report and outline accounts for the Annual Parish Meeting.

4.5 Making all administrative arrangements for meetings including hall bookings, speaker bookings, advertising, refreshments and so on.

5 To manage the operation of the Council Office

To deal with the administration of the Council office.

5.1 Filing mail, messages, information, minutes, papers, etc. in appropriate files. Keeping filing up-to-date. Archiving files in accordance with agreed Council policy.

5.2 Maintaining a tidy office

5.3 Maintaining a Council diary of meetings and book meeting accommodation up to a year in advance for main committees.

5.4 Maintaining Council registers – interests, civil emergency data, etc.

To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council.

To issue correspondence as a result of the instructions of, or the known policy of, the Council.

5.5 Timely opening of mail/attending to e-mails/attending to telephone messages/calls, faxes and

1. date recording

2. passing on to relevant councillor for advice (if necessary) and noting action and any b.f.

3. replying (if appropriate) and noting action and any b.f.

4. as a result of 2 or 3 above bring to the attention of a relevant Council committee and then carrying out the agreed action and any b.f.

- 6 To act as a representative of the Council as required.
- 7 To draw up, both on own initiative and as a result of suggestions by councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- 8 To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
- 9 To monitor the implemented policies of the Council to ensure they are achieving the desired result in a reasonable time frame and where appropriate suggest modifications.
- 10 To study reports and other data on activities of the Council and on issues affecting (or potentially affecting) the Parish or any of its parts. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
 - 10.1 Maintaining awareness of local, regional, national activity in relation to Council's and the Parish's interests.
 - 10.2 Keeping up-to-date on all local government policy and regulation changes, and inform Chairmen and Council at earliest opportunity.
 - 10.3 Maintaining awareness of availability of grants potentially relevant to activity beneficial to the Parish.
- 11 To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
 - 11.1 Processing the work for production and distribution of Parish Matters (under a Councillor editor).
 - 11.2 Maintaining any website which the Parish may develop (and participate in its design)
- 12 To attend training courses on the work and role of the Clerk as required by the Council.
- 13 To be a member of and to attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, where appropriate doing so as a representative of the Council

Authority

To carry out all actions necessary to fulfil the duties referred to above, save where major decisions are required in which case the matter should be referred to Council for its approval. "Major decisions" is incapable of precise definition, but comprehends

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[These are matters for judgement; which in the case of doubt must be referred for approval to the appropriate Committee and/or Council.]

To act on behalf of the Council to the extent specifically authorised

The Chairman of Council

General

To establish and maintain a pattern of working for Council, Committees and councillors which is conducive to effective working and to the delivery of benefits to parishioners.

To support and encourage councillors and the Clerk in their work.

To ensure that best practice is followed in the workings of Council, Committees and councillors

To follow policies and guidance as may be adopted from time to time by Council.

To report on his work and on significant matters of which he is aware to Council at each meeting of Council.

Duties

To manage the internal workings of the Council.

To identify ineffective performance by Council, Committees, councillors or the Clerk and issues requiring attention of Council, and to arrange for them to be effectively handled.

To identify subjects which should be publicised and to secure appropriate publicity for them; to write columns on Council business for the parish's various village news magazines.

To promote the good name and standing of the Council to third parties with which the Council and its Committees work.

Authority

To speak on behalf of Council.

The Chairmen of Committees

As for the Chairman of Council, but with each of them limited to his/her own Committee, and without authority to speak on behalf of Council.