

## **COMMITTEES AND THEIR TERMS OF REFERENCE**

Parish Council business is conducted at the monthly meetings and through committees and sub-committees [SC].

The following committees are Executive:

Finance and Staffing

Planning

Youth

Maintenance **incorporating Allotments, Cemetery and Play**

The following committees are Advisory:

Community Care

Community Minibus

Youth Centre Management Group [SC]

The remit of each committee is as follows:-

### **Community Care**

Meets as and when necessary. This committee reviews the provision for the elderly and disabled. It oversees the mobile warden scheme.

### **Community Minibus**

The committee comprises at least two members of the Parish Council (min 164/03 dated 7<sup>th</sup> April 2003) together with co-opted members of the community.

The committee:

- reports to the Finance and Staffing Committee quarterly

- reviews hiring charges annually and recommends changes to Council.

It operates a separate Parish Council "Minibus" Account with all cheques to be signed by any two members of Council. Authorisation of expenditure is made by Council in advance.

The treasurer liaises with the RFO and submit accounts quarterly to the Finance and Staffing Committee.

### **Finance and Staffing**

All members of the Finance and Staffing committee must be members of the Parish Council. The maximum number of this committee shall be 7, including ex-officio members, so that there remains a pool of 8 other councillors from whom 3 can be selected for any employment appeal hearing. The committee has an overview of the Council's finances and meets quarterly to:

- review internal audit reports

- monitor budget against actual spending

- make recommendations to council about expenditure

- reconcile bank accounts

- to recommend level of precept (January meeting)

- review all insurance (annually)

- review the financial regulations of the Council

- review risk assessments

- review all staffing matters

- review pay scales.

**Maintenance**

Meets quarterly to discuss grass cutting and any aspect of maintenance throughout the village.

Allotments - reviews fees and maintenance.

Cemetery - reviews the cemetery charges and maintenance.

Play – reviews the provision and maintenance of play equipment. MPC employs staff to inspect all Parish Council play areas including the skate park and youth shelter. Milton Community Centre (MCC) is responsible for all other play equipment on the two recreation grounds. MPC organises a quarterly inspection by Cambridge City Services. The cost of the inspections on the two recreation grounds is met by MCC.

**Planning**

Meets normally on the third Monday of the month (August if necessary) to comment on planning applications and any other planning issues that arise.

An agenda item at the full Council meeting also deals with planning applications.

**Youth**

Meets as and when necessary to consider provision for the youth of the village. Local Policeman and LEA representatives are invited to these meetings.

Receives reports from the Milton Youth Centre Management Group and supports youth work at the Youth Centre and throughout the village.

*Ad hoc* working groups are formed whenever necessary e.g. Revision of Standing Orders.

**REPRESENTATIVES**

The Council also appoints representatives to the following: (Confirmed at APCM each year)

Archaeological Warden	1	for a period of 4 years
Child Protection Officer	1	" do "
Country Park (& Deputy)	1	" do "
Day Centre	1	" do "
Footpaths Officer	1	" do "
Landfill Liaison	2	" do "
MCC Management Committee	1	" do "
Milton Charities	4	" do "
Northern Fringe	1	" do "
Police Liaison	1	" do "
Press Officer	1	" do "
Tree Warden /Deputy	2	" do "
Trolley Bus	1	" do "
Village View	1	(by invitation of the V View)
Web Site	1	" do "