

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 Administration

Staffing

Planning

Maintenance **incorporating Allotments, Cemetery and Play**

The following committees are Advisory:

Community Care

Community Minibus

The Youth Working Group

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 7th April 2003) together with co-opted members of the community.

The committee:

- reports to the Finance and Administration 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 Administration Committee.

Finance and Administration (F&A)

All members of the Finance and Administration 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

Maintenance

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

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. Milton Community Centre (MCC) is responsible for all other play equipment on the two recreation grounds. MPC organises a quarterly inspection by 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.

Staffing

Meets as and when necessary to review all staffing matters and (annually in December) pay scales. Recommendations about pay scales to be made in the first instance to the F&A committee.

Youth Working Group

Meets as and when necessary to consider provision for the youth of the village.

Local Policeman and the County Council Locality Team are invited to these meetings.

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 for a 4 year term:

Archaeological Warden	1	
AWA [sewage works]	1	
Cambridge Sport Lakes Trust	2	
Child Protection Officer	1	
CPALC & SCDC Liaison	2	
Day Centre	1	
Footpaths Officer	1	
Landfill Liaison	3	
MCC Management Committee	1	
Milton Charities	4	
Parish Plan	1	
Police Liaison	2	
Press Officer	1	
Tomkins Mead	2	
Tree Warden /Deputy	2	
Trolley Bus	1	
Village View	1	(by invitation of the V View)
Web Site and IT	1	

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