

## COMMITTEES AND THEIR FUNCTIONS

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

The following committees are executive:

Finance

Planning

Play

Youth

Maintenance **incorporating Allotments and Cemetery**

The following committees are Advisory:

Community Care

Highways

Minibus

Youth Centre Management Group [SC]

All members of advisory committees whether councillors or non-councillors are eligible to vote.

*Ad hoc* working groups are formed whenever necessary e.g. Revision of Standing Orders. Any Councillor may attend committee meetings but only members of the relevant committee may vote.

The remit of each committee is as follows:-

### Community Care

Meets as and when necessary. This committee meets to review 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 together with co-opted members of the community.

The committee:

reports to Council quarterly

reports to the Annual Parish Meeting

reviews hiring charges annually.

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

The treasurer will liaise with the RFO and submit accounts quarterly.

### Finance

All members of the Finance committee must be members of the Parish Council. The committee has an overview of the Council's finances and meets quarterly to:

conduct internal audit

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.

### Highways

Meets as and when necessary to consider such matters as:

traffic calming

pedestrian crossing

cycleways

traffic lights A10/A14 interchange

and any other issues relating to the roads, footpaths and traffic.

**Maintenance**

Meets as and when necessary to discuss grass cutting and any aspect of maintenance throughout the village.

Allotments - Reviews fees and maintenance

Cemetery - Reviews the cemetery charges and maintenance.

**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.

**Play**

Is a joint committee of MCC and MPC and meets as and when necessary.

The Play Committee is accountable to both MCC and MPC. It organises inspections annually. It also inspects all play equipment particularly during the summer. The daily/weekly inspections should still be done by those responsible for raking and litter picking.

All play equipment should be ordered through the clerk. Authorisation for ordering to be given by MCC or MPC depending on play area and nature of work to be done. Emergency repairs and disabling of equipment if necessary to be actioned by clerk and chair of Play Committee. Financial agreements with the MCC Charity have been set up.

**Youth**

Meets as and when necessary to consider provision for the youth of the village. Local Policeman and IVC Community Education tutors 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.

**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 |                               |
| 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 "                        |