

Committees, Working Parties and Representatives 2020 to 2021

1. Staffing Committee

Membership: Cllr N Burns, Cllr S O'Brien and Cllr D Reavell (*Chairman*)

Quorum: Three

Meetings: As required when required to ensure that Kimpton Parish Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff

Terms of Reference:

The Staffing Committee will be responsible for the following:

- 1) Recruitment of Parish Clerk/ Responsible Financial Officer and other staff as required
- 2) Recruitment and selection procedures
- 3) Annual staff appraisal and development
- 4) Review of staff contracts, grievance and discipline policies every two years
- 5) Review of staff and accommodation requirements
- 6) Management of rights relating to leave, time off and illness
- 7) To ensure that the Clerk has everything required for managing other staff
- 8) To ensure the health and safety of all staff and carry out risk assessments
- 9) To keep up to date with developments in employment law
- 10) The Staffing Committee will serve as the disciplinary or grievance panel
- 11) To agree the members to sit on an appeals panel to hear appeals against a decision on a grievance

Formal Written Report to Council: September

2. Internal Financial Control Working Party

Membership: Cllr N Burns (Lead), Cllr D Reavell and Cllr A Firth

Quorum: Two Parish Councillors

Meetings: Quarterly to ensure that Kimpton Parish Council complies with the requirements of Governance and Accountability for Smaller Authorities in England and GDPR.

Terms of Reference:

- 1) Review and monitor internal controls.
- 2) Verify invoices and payments
- 3) Verify income and KPC invoices
- 4) Review bank reconciliations
- 5) Review budget expenditure and income against actuals
- 6) Prepare draft budget
- 7) Review GDPR requirements

Formal Written Report to Council: Monthly by RFO

3. Christmas Market Working Party

Membership: Cllr D Reavell (Lead), Cllr N Burns, Cllr C Procter, Cllr S O'Brien, Cllr J Marsh, Cllr I Corbett, Mrs C Frith, Mr B Finch, Mrs C Tindle, Mr I Pegrum, Mrs T Corbett, Mrs H McPhun

In attendance: Parish Clerk

Quorum: Not required

Meetings: Monday 20th May 2019, Parish Room at 19.45
Monday 9th September 2019, Parish Room at 19.45
Monday 18th November 2019, Parish Room at 19.45

Terms of Reference:

- 1) To provide overall management and general administration of the event.
- 2) To decide on the role and responsibility of the discreet elements of the event and assign a lead
- 3) To agree the tasks within each element of the event
- 4) To provide overall co-ordination of the projects
- 5) To prepare a budget for KPC

Formal Written Report to Council: January, May, September, November

4. Kimpton Bench Working Party

Membership: Cllr N Burns and Cllr J Marsh (Council reporting)
Leader Mr B Finch (approx. 25 volunteers).

Quorum: Not required

Meetings: Wednesday mornings and as and when.

Terms of Reference:

Kimpton Bench Working Party will be responsible for:

- 1) Installation of new benches within the parish and ongoing maintenance
- 2) Ad hoc repair jobs on parish council property

Formal Written Report to Council: Each council meeting.

5. Kimpton Rights of Way Working Party

Membership: Cllr L Hawke (Council reporting), Cllr C Procter, Mrs C Finch, M P Hale, Mr B Malcolm (Chairman), Mr A Manning, Mr E (Ramblers Association), A Burton (HCC Rights of Way Officer)

In attendance: Parish Clerk

Quorum: Not required

Meetings: Twice a year.

Terms of Reference:

Kimpton Rights of Way Working Party will be responsible for:

- 1) To apply for P3 grant and monitoring
- 2) Review the mowing of public footpaths by Herts County Council contractors

Formal Written Report to Council: April and October

6. Sports Clubs Working Party

Membership: Cllr I Corbett (Lead), Cllr C Procter and Cllr S O'Brien
Mr D Robbins (Tennis), Mr S Thompson (Cricket), Mr W Phillips (Bowls), Mr T Randall/ Mr M Frost (Rugby)

In attendance: Parish Clerk

Quorum: Not required

Meetings: Twice a year

Terms of Reference: Discussion on sporting facilities within the parish and reporting back to KPC

Formal Written Report to Council: March and September

7. Public Spaces and Playgrounds Working Party

Membership: Cllr I Corbett, Cllr C Procter (Lead), Cllr J Marsh, Mr B Finch

In attendance: Parish Clerk

Quorum: Two

Meetings: April, July, October, January

Terms of Reference:

- 1) To review the quarterly and annual RoSPA playground inspection reports
- 2) To ensure timely maintenance of play equipment
- 3) To review risk assessments for public spaces within the parish

Formal Written Report to Council: May, September, November and February

8. Allotment Working Party

Membership: Cllr L Hawke (Lead), Mr B Finch, Mr A Morton, Mr G Ewington and Mr P Desborough

In attendance: Parish Clerk

Quorum: Three

Meetings: TBC

Terms of Reference: To review the allotment site to ensure maintenance to the standard by allotment holders required by the tenancy agreement

Formal Written Report to Council: May, July and October

9. Highways and Parking Working Party

Membership: Cllr N Burns, Cllr A Firth (Lead), Cllr L Hawke, Mr T Frith, Mrs J Worboys and Mr M Henderson. County Cllr R Thake to attend as appropriate.

Quorum: Not required

Meetings: As and when

Terms of Reference: TBC

Formal Written Report to Council: TBC

10. Environmental Working Party

Membership: Cllr I Corbett (Lead), Cllr N Burns, Cllr L Hawke and Mrs D Malcolm

Quorum: Not required

Meetings: As and when

Terms of Reference: TBC

Formal Written Report to Council: April and October

11. Planning Working Party

Membership: Cllr N Burns, Cllr C Procter and Cllr A Firth

Quorum: Not required

Meetings: As and when

Terms of Reference:

- 1) To review all planning applications for the parish and make recommendations to the parish council

Formal Written Report to Council: Monthly

REPRESENTATIVES TO OUTSIDE BODIES

12. Representatives to Kimpton Memorial Hall Administrative Committee

Cllr J Marsh and Cllr A Firth

13. Peters Green Village Hall CIO

Trustees: Cllr A Firth and Cllr N Burns

14. Representative to Kimpton Primary School Governing Board

Cllr D Reavell

Formal written reports to Council by the above representatives on a quarterly basis and by exception.