

## Committees, Working Parties and Representatives 2021 to 2022

### 1. Staffing Committee

**Membership:** Cllr N Burns, Cllr J Marsh 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 I Corbett (Lead), Cllr N Burns, 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, Cllr S O'Brien, Cllr J Marsh, Cllr B Purple, Mr B Finch, Mrs C Tindle, Mr I Pegrum, Mrs T Corbett, Mrs H McPhun, Mrs H Kirk

**In attendance:** Parish Clerk

**Quorum:** Not required

**Meetings:**

**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 C Procter, Mrs C Finch, M P Hale, Mrs J Worboys (Chairman), Mr A Manning, A Burton (HCC Rights of Way Officer), Mrs S Wilson

**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) Review standard of the right of way network 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) Mr C Burniston (Kimpton FC)

**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 C Procter, Cllr J Marsh (Lead), Cllr B Purple, 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 B Purple, Mr Neil Page, Mrs Catherine Page, Mr Gary Ewington, Mrs Christine Lawrence, Mrs Jackie Worboys  
Parish Clerk to act in an advisory capacity.

**Quorum:** Three

**Meetings:** Monthly (*first Tuesday afternoon in the month*)

**Purpose of the Allotment Working Party:**

- 1) To review the allotment site to ensure plot cultivation to the standard required in the allotment tenancy agreement and make recommendations to Kimpton Parish Council.
- 2) To be responsible for monitoring the terms laid out as part of allotment tenancy agreements and identify cases where tenancy agreements, policies or rules are not being observed.
- 3) To review the allotment site to ensure maintenance to the level required by the parish council e.g. paths, rubbish removal, gates.
- 4) To offer a strimming service to allotment tenants for the grass paths between plots.
- 5) To offer keys to allotment tenants only for the padlock at Pam's Lane vehicle entrance at a refundable fee of £15.
- 6) To put forward ideas and proposals for the upgrading and improvement of the allotment site.
- 7) To develop, oversee and promote projects, after parish council approval, that relate to the upgrading and improvement of the allotment site
- 8) To make recommendations, fully costed against specifications, to Kimpton Parish Council any for capital projects and submit a budget in September for the forthcoming financial year.
- 9) To liaise with the Parish Clerk regarding maintenance plans for the allotment site.
- 10) To be responsible for the upkeep of the bonfire site, see guideline relating to the bonfire.
- 11) To be responsible for implementing the Parish Council's Health & Safety Policy on the allotment site.
- 12) To annual review the terms and conditions of the allotment tenancy agreement and make recommendations to Kimpton Parish Council.

**Formal Written Reports to the Council:** May, July and October or as and when required.

**9. Highways and Parking Working Party**

**Membership:** Cllr N Burns, Cllr A Firth (Lead), Cllr D Reavell, Mr T Frith, Mrs J Worboys, Mr M Henderson and Mr T Smith. 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, Cllr B Purple (Lead) and Cllr J Marsh

**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 D Reavell

**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**

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