

Committees, Working Parties and Representatives 2022 to 2023

1. Staffing Committee

Membership: Cllr S O'Brien, 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 G Durrant, Cllr A Firth and Cllr D Reavell

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 J Marsh, Mr B Finch, Mrs T Corbett, Mrs H Kirk, Mrs G Curry, Mr A Lawrence

In attendance: Parish Clerk

Quorum: Not required

Meetings: July, September, October, November, January

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, September, November

4. Kimpton Bench Working Party

Membership: Cllr G Durrant 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, 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: **VACANT** (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), Mr A Grey (Wheathampstead Wanderers)

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), Mr B Finch, Mr I Corbett

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

Recreation Ground Pavilion and Pitch Sub Working Party

Membership: Cllr I Corbett (Lead), Cllr S O'Brien, Cllr C Procter, Cllr D Reavell, Tim Randall plus, a representative from each user of the pitch and/or pavilion (individual or team)

Ad hoc members bringing specific expertise

Parish Clerk to provide advice and take notes.

Meetings: Minimum April and October, plus as and when required to complete the refurbishment of the pavilion and monitor ongoing maintenance and usage

Terms of Reference:

Responsible for ensuring the Kimpton Recreation Ground Pavilion and Pitch are maintained and operated in a cost-effective way whilst ensuring maximum benefit for the primary user groups and the broader community.

This will include the following requirements:

- 1) Assess needs of local sporting clubs and community groups for various uses of the pavilion and pitch and agree a recommendation to full council of how to best optimise both assets
- 2) Prepare a design and budget for any pavilion refurbishment plans for approval by full council
- 3) Prepare an annual pitch maintenance plan for approval by full council, including any improvement works which may be required
- 4) Prepare an annual operating budget which includes hire income, maintenance costs and running costs for approval by full council
- 5) Draft external grant applications to secure funding from Sport England, Football Foundation, or other similar bodies
- 6) Draft KPC/User lease agreements for the individual users of the pavilion and/or the pitch for approval by full council
- 7) Arrange for the utility bills and council tax to be transferred from Kimpton Rugby Football Club to KPC
- 8) Liaise with Kimpton Bowls Club on a fair apportionment of all bills, but in particular water
- 9) Provide regular updates to the full council on the operation of the pavilion and pitch, including the financial performance versus plan
- 10) Liaise with other sports clubs in the local area to realise any efficiencies of scale or benefit from best practice examples

8. Allotment Working Party

Membership: Cllr G Durrant, Mr Neil Page, Mrs Catherine Page, Mr Gary Ewington, Mrs Christine Lawrence, Mrs Lorraine Grey
Parish Clerk to act in an advisory capacity.

Quorum: Three

Meetings: Monthly, if required (*first Tuesday afternoon in the month, 2pm*)

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: Following meetings or as and when required.

9. Highways and Parking Working Party

Membership: 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 G Durrant, Cllr J Marsh, Ian Corbett (Lead), Ben Purple, Davina Malcolm, Robin Riley

Quorum: Not required

Meetings: As and when

Committee, Working Parties and Representatives

Terms of Reference: TBC

Formal Written Report to Council: April and October

11. Planning Working Party

Membership: 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

Formal Written Report to Council: Monthly

REPRESENTATIVES TO OUTSIDE BODIES

12. Representatives to Kimpton Memorial Hall Administrative Committee

Cllr J Marsh

13. Peters Green Village Hall CIO

Trustees: Cllr A Firth

14. Representative to Kimpton Primary School Governing Board

VACANT

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