

## Committees and Working Parties 2023 to 2024

### 1. Staffing Committee

**Membership:** Cllr S Amexheta, Cllr A Firth, Cllr S O'Brien

**Quorum:** Three

**Meetings:** As 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) Annual staff appraisal and development
- 3) Review of staff contracts
- 4) Review of staff and accommodation requirements
- 5) Management of rights relating to leave, time off and illness
- 6) To ensure the health and safety of all staff
- 7) To keep up to date with developments in employment law
- 8) The Staffing Committee will serve as the disciplinary or grievance panel
- 9) 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, Cllr N Jackman, Cllr I Pegrum

**Quorum:** Two Parish Councillors

**Meetings:** As and when 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 Brockway, Cllr N Jackman, Mr G Glen, Mrs T Corbett, Mrs G Curry, Mrs J Morton, Mr R Stagg, others tbc

**In attendance:** Parish Clerk

**Quorum:** Not required

**Meetings:** July, September, October, November, January

**Terms of Reference:**

- 1) To provide overall co-ordination for Kimpton Winter Festival
- 2) To provide event branding materials
- 3) To be responsible for the organisation and administration of the craft stalls
- 4) To agree activities being organised for The Green
- 5) To be responsible for the organisation of commercial food outlets
- 6) To liaise with Kimpton Bench Working Party for the deployment of marquees plus lighting and heating, erection of banners, movement of tables, chairs and other items
- 7) To prepare a budget for KPC

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

### 4. Kimpton Bench Working Party

**Membership:** Cllr G Durrant (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
- 3) Requests from village organisations

**Formal Written Report to Council:** Each council meeting.

### 5. Kimpton Rights of Way Working Party

**Membership:** **Vacancy**, Cllr D Brockway, 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
- 3) Consideration of other matters relating to rights of way

**Formal Written Report to Council:** April and October

### 6. Sports Clubs Working Party

**Membership:** Cllr S O'Brien, **Vacancy**, Mr P Yates (Tennis), Mr S Thompson (Cricket), Mr W Phillips (Bowls), Mr T Randall (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 S Amexheta, **Vacancy**, 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

#### Recreation Ground Pavilion and Pitch Sub Working Party

**Membership:** Cllr I Corbett (Lead), Cllr S O'Brien, **Vacancy**, Cllr I Pegrum

Ad hoc members bringing specific expertise.

Parish Clerk to provide advice and take notes.

**Meetings:** 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, Sue Davies  
Parish Clerk to act in an advisory capacity.

**Quorum:** Three

**Meetings:** Monthly, if required (*second 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), Mrs J Smith, County Cllr R Thake to attend as appropriate.

**Quorum:** Not required

**Meetings:** As and when

**Terms of Reference:**

1. To raise concerns and liaise with County Cllr Thake and Highways Officers on matters relating to the highways network in the Parish of Kimpton
2. To draw up a list of priorities for consideration under the Locality Highway Budget scheme and monitor progress

**Formal Written Report to Council:** As and when

**10. Environmental Working Party**

**Membership:** Cllr G Durrant, Cllr D Brockway, Sue Davies

**Quorum:** Not required

**Meetings:** As and when

**Terms of Reference:**

1. To review the Environment Scheme being implemented at Parkfield Sports Ground
2. To monitor existing wildflower areas and oversee the introduction of new wildflower areas in Kimpton.

**Formal Written Report to Council:** As and when

**11. Planning Working Party**

**Membership:** Vacancy

**Quorum:** Not required

**Meetings:** Not required

**Terms of Reference:**

- 1) To review all planning applications for the parish

**Formal Written Report to Council:** As and when. Recommendations for KPC comments to North Herts Council will be circulated to the parish councillors ahead of council meetings on an exceptional basis.

Full Council meetings will review planning applications.