

## Committees and Working Parties 2024 to 2025

### 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) To oversee the recruitment and appointment of Parish Clerk/ Responsible Financial Officer and other staff as required and make recommendations to the Full Council.
- 2) To annually review the Clerk/RFO performance and development, to be reported to Council.
- 3) To review staff salaries, pensions and terms of conditions and make recommendations to Council.
- 4) To review all staff and accommodation requirements and make recommendations to Council.
- 5) The management of rights relating to leave, time off and illness
- 6) To ensure the Council complies with all legislative requirements relating to the employment and health and safety of staff.
- 7) The Staffing Committee will serve as the disciplinary or grievance panel.
- 8) 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 or as and when required.

### 2. Internal Financial Control Working Party

**Membership:** All Councillors

**Quorum:** Three 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

**Terms of Reference:**

- 1) Prepare draft budget for the following financial year for recommendation to the full council

**Formal Written Report to Council:** October

### 3. Christmas Market Working Party

**Membership:** Cllr N Jackman, Ms G Overington, Mr G Glen, Mrs G Curry, Mrs H Kirk, Mrs J Morton, Mr R Stagg, Mr S Cain, Mr M Woods, others tbc

**In attendance:** Parish Clerk

**Quorum:** Not required

**Meetings:** June, September, October, November, December/January

**Terms of Reference:**

- 1) To provide overall co-ordination for Kimpton Christmas Market
- 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:** Cllr I Pegrum, 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:** As and when as arranged by the Chairman.

**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:** Following meetings or as and when

### 6. Sports Clubs Working Party

**Membership:** Cllr S O'Brien, Mr P Yates (Tennis), Mr S Thompson (Cricket), Mr W Phillips (Bowls), Mr T Randall (Rugby), Mr C Burniston (Kimpton FC), Mr R Paine (Rovers 49)

**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, Mr I Pegrum, Mr G Durrant, Mr B Finch  
Ad hoc members bringing specific expertise.

**In attendance:** Parish Clerk

**Quorum:** Two

**Meetings:** As and when

**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
- 4) To review facilities at each open space and recreation ground and make recommendations to full council.
- 5) To ensure The 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.
- 6) To prepare an annual pitch maintenance plan for approval by full council, including any improvement works which may be required.
- 7) To prepare external grant applications to secure funding from Sport England, Football Foundation, or other similar bodies
- 8) To liaise with other sports clubs in the local area to realise any efficiencies of scale or benefit from best practice examples.

**Formal Written Report to Council:** Following meetings or as and when required.

#### 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

**In attendance:** Parish Clerk to act in an advisory capacity.

**Quorum:** Three

**Meetings:** Monthly from April to September inclusive (*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.

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- 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 S Davies, 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