Committee terms of reference

Leisure and Amenities Committee

The Parish Council has set the following terms of reference for the Committee –

* + The Committee shall be an Advisory Committee without powers to make resolved decisions.
	+ It shall have a maximum of 3 co-opted members of the public as members of the Committee with full voting rights, these to be elected at the first AGM and remain on the Committee for the life of that Council (4 years)
	+ The Committee is to address issues of the maintenance, management and development of the existing play area and for child/youth recreational facilities and to develop, and where appropriate, manage and maintain schemes for enhancement of the local environment.
	+ The Committee is to address issues relating to the Public Rights of Way in the Parish of Kinver and liase with SCC ROW Dept.
	+ Number on Committee - Chairman of Council (Ex-Officio), Chairman and Vice Chairman of the Committee and up to 7 other Councillors.

 Finance and General Purposes Committee

The Parish Council has set the following terms of reference for the Committee –

* + The Committee shall be an Advisory Committee without powers to make resolved decisions unless these are given for a specific reason by the full Parish Council.
	+ It shall have no members of the public as members of the Committee.
	+ The Committee is to address issues relating to all financial aspects of the Council finances and any other General Purposes that are forwarded to the Committee from the Parish Council.
	+ Number on Committee - Chairman of Council (Ex-Officio), Chairman and Vice Chairman of the Committee and up to 7 other Councillors.
	+ Any funding item passed to the Committee will only be discussed on whether it can be afforded within the budget and where it can be funded from.  The decision to agree to spend these funds remains with the Parish Council.

 Planning and Development Committee

The Parish Council has set the following terms of reference for the Committee –

* + The Committee shall be an Advisory Committee without powers to make resolved decisions. It can make recommendations relating to planning matters to the Staffordshire Highways and South Staffordshire District Council, and on general consultations relating to neighbouring authorities.
	+ It shall have no members of the public as members of the Committee.
	+ The Committee is to address issues relating to Planning applications in the Parish of Kinver and consultations relating to neighbouring Authorities.
	+ Number on Committee Chairman of Council (Ex-Officio), Chairman and Vice Chairman of the Committee and up to 7 other Councillors.
	+ The Committee can make recommendations relating to planning matters directly to the Staffordshire County Council and South Staffordshire District Council, and on general consultations relating to neighbouring authorities.

 Personnel Committee

The Parish Council has set the following terms of reference for the Committee –

* + The Committee has powers to make some resolved decisions on minor staffing issues, major issues are referred back to the full Parish Council.
	+ It shall have no members of the public as members of the Committee.
	+ The Committee is to address issues concerning Staffing related issues.
	+ Number on Committee - Chairman of Council, Vice Chairman of the Council, Chairman of Finance Committee, Chairman of Leisure and Amenities and Chairman of the Planning Committee.

 **Committee membership**

|  |  |
| --- | --- |
|  | Chairman of Council |
|  | Vice Chairman of Council |
| PLANNING  | Chairman |
| Vice Chairman |
| Committee 8 members (inc Chairman of the council ex-officio) |
| FINANCE | Chairman |
| Vice Chairman |
| Committee 8 members (inc Chairman of the council ex-officio) |
| LEISURE & AMENITIES | Chairman |
| Vice Chairman |
| Committee 8 members (inc Chairman of the council ex-officio)  |
| PERSONNEL | Chairman of Parish CouncilVice Chair of PCChair of FinanceChair of L & AChair of Planning |