



## COMMITTEE TERMS OF REFERENCE

**Note numbering and formatting will be completed following approval and removal of track changes**

## Document Review History

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## Version Control:

### Version 5.1

#### **See track changes document**

Para 3.5 Personnel Committee recommended adding 'committee' clarity.

Para 3.5 Remove assistant clerk as managed by the clerk, putting in-line with SO19.

Para 3.6 Remove assistant clerk as managed by the clerk

### Version 5.0

Amended by: Clerk

Details of amendment(s): Full Review. Para 1.3 removed list of committees and groups. 1.8 updated to eight members from seven members and reference to other course providers. 2.0 Removed reference to a finance committee budget and spending committees. 2.0i added reference to journals. 2.0c removed duplicate reference to internal audit. 2.0 Removed reference to finance committee applying for grants. 4.7 added a 2<sup>nd</sup> member of personnel committee (good practice). Para 3.0 added purpose. Para 3.1 I added. Para 4.0 Added purpose for each committee/group. Pulled out procedural items and moved as separate section to apply to all groups.

## Committee Terms of Reference

### 1.0 Introduction

- 1.1 Parish councils can delegate functions and decisions to a committee, sub-committee, officer or another local authority, but not to individual councillors. Councils have legal powers to undertake certain activities and decisions that are made are required to be within the boundaries of these powers.
- 1.2 Any delegation to a committee, sub-committee or officer should identify the nature and extent of the responsibility or decision making. A parish council can arrange for the discharge of part, or all, of their functions (except in respect of levying the precept) to committees, sub-committees, and officers. Such arrangements require certain decisions to be referred to, or made by, full council.<sup>i</sup>
- 1.3 The terms of reference have been approved by full council. If a sub-committee/working group is appointed, the parent committee can determine the terms of reference for the sub-committee/working group. However, it cannot confer responsibilities that are not within the committee's terms of reference.<sup>ii</sup>
- 1.4 The terms of reference set out the parameters within which the authority has delegated to committees, sub-committees/working groups, and officers.
- 1.5 It is good practice that terms of reference are made available to councillors and the public. These are available on the council's website. Clear terms of reference provide assurance to the public that the council is operating in a transparent manner and within an appropriate governance framework.
- 1.6 The membership of each committee is established at the annual full council meeting, with councillors putting forward which committees they would like to sit on. Any requested variances to this committee membership must be agreed at full council. Any new councillors who join the council part-way through the administrative year must request membership of specific committee(s), with this to be agreed at full council.
- 1.7 A minimum of five members should sit on a committee, to ensure that it can always be quorate (there must be three members in attendance for it to be quorate). A maximum of **eight** members will be set for a committee, otherwise it can become cumbersome and ineffective if most of the council are sitting on it. Where there are more nominations for committee membership than seats available it is advisable for a ballot to take place (under Standing order IOL).
- 1.8 Chair and vice-chairs of committees should undertake training in relation to the role i.e. in management of council meetings. This is usually via a Lincolnshire Association of Local Council's course.

### **1.9 Procedural items that apply to all committees/groups**

- Agree a chair and vice-chair.
- To approve the notes of the previous meeting as minutes.
- A minimum of five members and a maximum of eight members should sit on a committee/group, to ensure that it can always be quorate (there must be three members in attendance for it to be quorate).
- For members to be aware of, and work within council policies and procedures, including the volunteer policy, media and social media policy, standing orders, and the civility and respect pledge.

## **2.0 Finance and Risk Committee**

### **Purpose**

Oversee and advise full council on matters relating to financial and risk management.

### **Objectives**

- a. Recommend to full council by December, an annual council budget, based on the draft budget prepared by the Responsible Financial Officer.
- b. Recommend to full council an annual precept.
- c. Review the annual accounts of the council in preparation for their annual external audit.
- d. Ensure appropriate up to date records are kept of all assets and that they are adequately controlled.
- e. Receive and scrutinise the monthly income and expenditure reports (expenditure against budgets) for the council.
- f. Review and approve a monthly list of income and payments.
- g. Review and approve the monthly aged debt report.
- h. Review investments in-line with the council's investment strategy.
- i. Scrutinise and approve the monthly bank reconciliations.
- j. Monitor bank account requirements to ensure balances are protected by the FSCS limits and recommend to full council opening of further accounts where required.
- k. Review and approve RFO recommendations to vire and journal where required during the year.
- l. Annual review of internal audit and feedback any recommendations to full council.
- m. Review, and recommend to full council, the writing off any unrecoverable debts.
- n. Be vigilant for evidence of fraud and to ensure that operational systems are such that the likelihood of fraud is minimised and transparent enough to ensure that fraud is readily detected.
- o. Agree the dates for the exercise of public rights, as part of the external audit process

### 3.0 Personnel Committee

#### Purpose

To ensure the council complies with legislative requirements relating to the employment of staff, ensuring that modern employment practices are observed, and providing the clerk with a point of reference for support.

#### Objectives

- 3.1 To review and approve on an annual basis, feedback from the clerk in conjunction with the council's HR Advisor, on all policies that relate to staff employment.
- 3.2 To implement and oversee a staff appraisal system that includes a mid-term appraisal and a set of agreed objectives. This would align with a review of staffing structures. These are to be reviewed and signed on agreement by both parties, annually.
- 3.3 To appoint councillors from the committee for a recruitment panel and recommend appointments to full council. Recruitment panels will normally include three members when interviewing for a Clerk or RFO and two committee members plus the Clerk when recruiting at manager level. Recruitment of other staff will be the delegated responsibility of the Clerk and the relevant manager and will not require councillor input.
- 3.4 To appoint from full council two councillors for disciplinary or grievance cases, who have had no direct involvement in the matter, as part of the disciplinary and grievance policy.
- 3.5 Where a councillor has submitted a complaint about a member of staff they must not take part in the investigation or decision-making process relating to that complaint.
- 3.6 The committee chair and another member of the personnel committee to undertake the clerk's annual and mid-term appraisal. The committee chair must have relevant experience in or be prepared to receive training in appraisals. The appraisal shall be reported in writing, and is subject to approval by resolution by the personnel committee..
- 3.7 The personnel committee chair, in conjunction with the chair of the council, shall approve the clerk's sick leave and annual leave with this ratified retrospectively at the subsequent personnel committee meeting.
- 3.8 The personnel committee shall not be required to review and approve requests for annual and sick leave for other staff – this will be the responsibility of the respective managers.
- 3.9 To review and recommend to full council for approval, pay awards and other conditions of service.
- 3.10 Personnel committee members should have relevant experience or be prepared to undertake any required training to effectively fulfil their role on this committee.
- 3.11 If a councillor makes a complaint regarding a member of staff, they shall not be involved in the investigation, consideration of the complaint, or decision

**Commented [LH1]:** Legal position of natural justice, a legal duty to act fairly

**Commented [LH2]:** Clerk is line manager of assistant clerk

#### **4.0 Emergency Plan Committee**

**Purpose:**

- a. To enhance Saxilby with Ingleby's resilience and ensure our community is prepared for potential emergencies

**Objectives:**

- b. To develop and review the emergency plan for approval by full council.
- c. To appoint members/officers (through designation in the plan), to activate the plan.
- d. In the event of the plan being triggered to help mitigate the effects of the emergency on the community, working in conjunction with and under the lead of the emergency organisations.

## **5 Planning and Development Committee**

### **Purpose**

- a. To shape local development by engaging in planning and enforcement processes, to contribute to long-term planning objectives. To oversee council projects and events in-line with council objectives.

### **Objectives**

- b. To consider and make representations to the local planning authority on planning applications in the parish, and on any other planning and highways matters that affect the parish, unless the planning committee resolves that the application should be referred to full council due to its significant, substantial, contentious, or strategic nature. Note that the planning committee is not the local planning authority and as such does not have the power to refuse or allow planning applications. The Planning Committee, on behalf of Saxilby with Ingleby Parish Council is a statutory consultee in the planning process.
  - 5.2.1 Material planning considerations, relevant planning policy and documents (including national and local planning policy and the Saxilby with Ingleby NDP and Character Assessment) will be taken into consideration when forming a consultation response to planning applications.
  - 5.2.2 Conservation – proposed developments will be supported where they preserve or enhance the character or appearance of the Parish, Conservation Area and listed buildings and their settings.
  - 5.2.3 Conservation – The impact of any proposed development on the significance of a designated heritage asset will be considered.
  - 5.2.4 Biodiversity – proposed developments will be considered in the light of the current climate and biodiversity emergency.
- 5.3 To comment on street naming when requested.
- 5.4 To comment on licenses when requested.
- 5.5 To consider and agree Highways matters including public footpaths, traffic orders, traffic calming, street lighting, street cleansing, highway maintenance, highway schemes, bus stops, benches etc.
- 5.6 To review the Neighbourhood Development Plan (NDP) on a regular basis, for minor alterations and updated (with a referendum if required) every five years. This includes reviewing the Design Code and Housing Needs Assessment. The NDP working group will be resurrected if required.
- 5.7 Have meetings with developers regarding proposed developments and developments in progress.
- 5.8 To consider planning contributions and agreements (including s106 and CiL) and make recommendations to Full Council.
- 5.9 Encourages developers to engage with the local community prior to submitting planning applications in-line with the National Planning Policy Framework.
- 5.10 To provide consultee responses on draft local plans and associated relevant planning policies.
- 5.11 Members of the planning and development committee should attend planning training and be aware of the Saxilby with Ingleby Neighbourhood Development Plan and supporting documents in response to applications.



- 5.12 Council events and projects sit under planning and development committee. This includes, the Saxilby Waterfront Working Group, Multi-Use Games Area Working Group, and Neighbourhood Development Plan Working Group, and Westcroft Task and Finish Group, Events Group.
- 5.13 Approve applying for grants which fall within the committee's terms of reference up to the same limit as committee expenditure (see Financial Regulation 4a(ii) for limits). Above the limit make recommendations to full council
- 5.14 Agree terms of reference for groups sat under planning committee (Standing Order 10i)
- 5.15 Approve the annual Community Infrastructure Levy report which is submitted to West Lindsey District Council.
- 5.16 To submit and receive updates on planning enforcement matters.

## Planning and Development Committee Working/TFG Groups

### **6 Saxilby Waterfront Working Group Updated based on feedback from SWWG**

7

**8 Purpose:** To manage the project in-line with the masterplan and project plan to achieve the vision for the area, securing the removal of Bridge Street Conservation area from Historic England's Heritage At-Risk Register

#### **Objectives:**

8.2 To undertake public consultation in relation to the project in-line with the masterplan.

8.3 To develop a vision and project plan for the area for council approval.

8.4 To fundraise in-order to progress the project in-line with the masterplan.

8.5 To draft funding bids for parent committee/full council approval and submit them.

8.6  
8.7 To provide a regular update to planning committee and make recommendations for approval

8.8 For working group members to be aware of, and work within council policies and procedures, where applicable.

8.9 To continue the group until the completion of the project in-line with the Masterplan and agreed Exit Strategy.

#### **9 Membership:**

Open to councillors and individuals with an interest and skills relevant to delivering the project.

## **10 Multi-Use Games Area (MUGA) Working Group**

### **Purpose:**

To oversee and coordinate all aspects of the MUGA project, including community engagement, design development, funding, and project delivery, in accordance with council policies and approved project plans.

### **Objectives:**

- 10.2 To undertake relevant community engagement in relation to the project.
- 10.3 To lead on developing the provision of the MUGA in Saxilby including location, size, design, and surface, for planning and development committee approval
- 10.4 To fund-raise for the project and draft grant applications, for parent committee/full council approval.
- 10.5 To manage the project in-line with the project plan to deliver the project.
- 10.6 To provide a regular update to planning and development committee.
- 10.7 For group members to be aware of, and work within council policies and procedures, where applicable including the media and social media policy, volunteer policy, standing orders, and the respect pledge.

To be dissolved upon completion of the MUGA project which is due to be completed in the 2025/26 financial year.

### **Membership:**

Open to councillors and individuals with an interest and skills relevant to delivering the project.

## **8.0 NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (WORKING GROUP) TERMS OF REFERENCE**

### **Purpose**

Oversee the review of the Neighbourhood Plan (2017) for Saxilby with Ingleby parish resulting in being adopted by West Lindsey District Council as part of local planning policy.

- 8.1 Engage and consult with the local community to ensure the Plan reflects the views and ambitions of Saxilby with Ingleby Parish.
- 8.2 To maintain a satisfactory system of monitoring the levels of the ring-fenced NDP expenditure and income, within the boundaries of the approved budget, in-line with the Council's Financial Regulations.
- 8.3 To monitor progress against the Project Plan.
- 8.4 To submit to Full Council via Planning and Development Committee for approval the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.

#### 8.5 Principles:

The Steering Group will undertake the process in a democratic and transparent fashion, encouraging widespread participation and give equal consideration to opinions and ideas from all members of the community and planning policy.

#### 8.6 Membership:

- 8.6.1 The Steering Group is to be made up of a cross section of volunteers from the community, including parish councillors nominated by the parish council. Membership of the Steering Group is open and will bring together a diverse range of skills and expertise.
- 8.6.2 Steering Group members should abide by the Council's Code of Conduct including Declarations of Interest and council policies and procedures such as the social/media policy and respect policy, to work together for the benefit of the community.

#### 8.7 Roles and Responsibilities:

- 8.7.1 Review the plan vision, objectives, and policy intentions.
- 8.7.2 To undertake consultation, consulting as widely and thoroughly as possible to ensure that the Plan is representative of the community.
- 8.7.3 Gather evidence from a wide range of sources to support the Plan production process and to ensure the conclusions reached are fully evidenced.
- 8.7.4 Produce and maintain a project plan.
- 8.7.5 Actively promote the preparation of the Plan, including maintaining an up to date website.
- 8.7.6 Identify sources of funding and make applications.
- 8.7.7 Liaise with the District council and other organisations to make the Plan as effective as possible.
- 8.7.8 Agree a final submission version of the Plan to be ratified by the parish Council.

#### 8.8 Meetings:

- 8.8.1 Meetings will usually be held monthly.
- 8.8.2 The Steering Group will elect a Chair annually. If a position becomes vacant the Group will elect a replacement.
- 8.8.3 Meeting notes will be taken and circulated in a timely fashion to Steering Group members. They will also be added online.
- 8.8.4 At least three clear days' notice for meetings shall be given to members by email.
- 8.8.5 Decisions made by the Steering Group should normally be by a majority vote at Steering Group meetings, with the chairman having a casting vote. A minimum of three members shall be present for a quorum.

#### 8.9 Decision making:

- 8.9.1 The Steering Group has delegated authority from the Parish Council to deliver its plan making functions up to and including the publication of the draft Plan.
- 8.9.2 A monthly update will be provided to the planning committee setting out progress and a budget update.
- 8.9.3 Full Council will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.

#### 8.10 Dissolution:

- 8.10.1 The Steering Group will be dissolved upon completion of the Neighbourhood Plan review

project which is due to be completed in 2025/26 financial year

- 8.10.2 Any remaining funds will be disposed of, and held in accordance with, any conditions imposed by the grant funders and in the best interests of the parish.

## 10.0 Westcroft Task and Finish Group

### 1. Purpose

Westcroft Green Task and Finish Group was established by Saxilby with Ingleby Parish Council under the Planning and Development Committee to support improvements to Westcroft Green Space, in relation to play, fitness, recreation, and bio-diversity.

The group will gather evidence, support a consultant who will consult with the community and stakeholders, and develop recommendations for planning and development committee consideration regarding funding and design options for the green space.

### 2. Status

This is a non-decision-making group formed under the authority of the Planning and Development Committee of the Parish Council. It will report back with recommendations for approval via the planning and development committee.

### 3. Powers and Authority

The group operates under the authority of the parish council's general powers, specifically:

- **Local Government Act 1972, s.111** – Power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.
- **Open Spaces Act 1906, s.10** – Duty to maintain land held for public recreation.
- **Local Government Act 1972, s.137** – Power to incur expenditure for purposes not otherwise authorised, which are in the interests of and benefit the area or its inhabitants.

### 4. Objectives

The group will:

- Develop a project plan with defined SMART goals
- Support a consultant to identify community needs through stakeholder and public consultation.
- Explore potential improvements and community uses (e.g. play, fitness, biodiversity, seating, sensory planting) specifically including play and exercise equipment
- Research and present design, funding, and phasing options.
- Provide clear, costed recommendations to Planning and Development Committee. Seek proposed grant funding for recommendation to planning and development committee
- **Public Sector Equality Duty**  
Actively consider the impact of its recommendations and decisions on people protected under the Equality Act 2010. This includes ensuring that any proposals promote equality, prevent discrimination, and improve access and inclusion for all community members regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- **Duty to conserve and enhance biodiversity**  
Evaluate how its proposals for Westcroft Green contribute to the conservation and enhancement of biodiversity. This may include protecting existing habitats, promoting native species, creating green corridors, and encouraging sustainable land management practices within the green space.
- **Carbon reduction:**  
Consider how any development or management plans for Westcroft Green can support the parish council's carbon reduction goals. This includes prioritising low-carbon materials, encouraging sustainable transport and access, supporting tree planting and carbon sequestration opportunities (capturing and storing atmospheric carbon dioxide), and minimising

environmental impact through efficient design and maintenance.

#### **5. Membership**

- Membership will include a minimum of two parish councillors and may include residents, stakeholders, and relevant professionals.
- A lead councillor will act as chair.
- The group may co-opt individuals with expertise or interest.
- Open to councillors and individuals with an interest and skills relevant to delivering the project.

#### **6. Meetings**

- The group will meet as required, usually monthly, reporting progress to the planning and development committee and seeking approval for key actions.
- Meetings are not subject to public access requirements, but outcomes and recommendations will be reported transparently to Full Council.

#### **7. Reporting**

- Recommendations shall be presented in a written report to planning and development committee for agreement. The group must ensure the proposed actions are practical, and achievable within the budget held.
- The group will report to the delegated committee at key milestones and upon completion of its work.

#### **8. Duration**

- This is a task and finish group. It will be dissolved upon completion of its objectives or by resolution of the Planning and Development Committee. The project deadline is 31 March 2026.

#### **9. Review**

- These Terms of Reference are to be reviewed and approved by Planning and Development Committee and may be amended as required.

## **11. Grants Scrutiny Panel**

### **11.1 Purpose:**

To review and provide assurance that all proposed grant applications are eligible, and compliant, prior to submission.

### **11.2 Membership:**

11.2.1 A minimum of three councillors with demonstrable experience to sit on the Finance and Risk Committee

11.2.2 The Clerk (or Deputy Clerk) to advise and support

11.2.3 Other councillors may be invited for specific projects if required

### **11.3 Key Responsibilities:**

11.3.1 Review all proposed grant applications against funder policies and eligibility criteria

11.3.2 Confirm the proposed use of funds is in-line with council purpose/objectives /projects/events

11.3.3 Confirm authorisation levels (e.g. Committee or Council approval).  
Provide advice on application processes and timelines to committees and working groups

11.3.4 Maintain a record of applications, decisions and recommendations

### **11.4 Meetings:**

11.4.1 The panel will convene as required, either in-person or remotely, to consider applications in a timely manner.



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## REFERENCES

<sup>i</sup> Association of Council Secretaries and Solicitors (2009). *Governance Toolkit for Parish and Town Councils 3<sup>rd</sup> ed.* ACSeS P51. Available online at [www.slcc.co.uk](http://www.slcc.co.uk)

<sup>ii</sup> Tharmarajah, M (NALC) (2013). *Local Councils Explained*, P122. NALC

NALC (2010) *Being a good employer: A guide for parish and town councillors*. NALC. Available online at [www.slcc.co.uk](http://www.slcc.co.uk).