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General Purposes Committee

Terms of Reference

Signature: P. Kirkham
Chair of General Purpose Committee

Date: 28/06/2023

Signature: L.Morgan
Chair of Stantonbury Parish Council

Date: 19/07/2023

Document History

Created by the Chairman of the Full Committee	22/02/2021
Revised by Cllrs Davison, Morgan & Kennedy.	22/02/2021
Adopted and Signed off at the Main Meeting	03/03/2021
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Signed off for Adoption at the Main Meeting	06/10/2021
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Reviewed & Signed at Main Meeting	17/08/2022
Reviewed and amended by the Clerk	22/05/2023
Reviewed and signed by the Committee	28/06/2023
Agreed and signed at the Main Meeting	19/07/2023

General Purposes Committee Terms of Reference.

Purpose: Assist the Parish Council in overseeing the functionality of matters related to the administration of the support functions of the Council, Its Assets and general matters as required.

Quorum:

5 Parish Councillors to be appointed annually at the Annual Council Meeting. The quoracy of the Committee shall be no less than 3 members. A Councillor could act as a back-up with voting rights on behalf of another councillor if the quoracy of the meeting was threatened.

Chair:

The Chair is to be elected annually by the General Purposes Committee at their first Meeting following the Annual Council Meeting.

Meetings:

At least 4 meetings a year at the Parish Council Office on a weekday on dates to be agreed by the Committee or as requested as per the Chair of the Committee.

Duties:

- To review all Assets (buildings, vehicles, equipment, etc).
- To review building and equipment service schedules.
- To review the participation in public exercises (Parish Guardians).
- To liaise with partners performing joint landscaping and maintenance works.
- To review insurances, training certification, user licences, health and safety requirements are in place and up to date.
- To review operational requirements of all staff.
- To review and liaise with subcontractors acting on behalf of the Council (e.g., CCTV Security Cameras, Speed Watch, IT providers, Enforcement Services etc).
- All ensure all Parish Correspondence to residents to be sent in blue envelope.
- To gather information on large projects including devolved services with a view to make recommendations to Full Council.
- To consider operational risk assessments with regards to the Council's amenities.
- To ensure a record is kept of any accidents or incidents reported to the Council which took place on property or land owned by the Council and to ensure appropriate remedial action is taken.
- To consider ways that the Council's amenities can be managed to help the environment and encourage biodiversity.

Delegated Authority:

- a) **For decisions on behalf of the Parish Council:** Concerning the detailed operation and management of the Committee and relationship with the Community but excluding final decisions on:-
 - The budget.
- b) **To incur expenditure on behalf of the Parish Council:** On projects that have already been agreed by the Council up to the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations.

- c) **Expenditure:**
Committee is authorised to spend up to £5,000.

Membership Requirements

- a) All members of the Committee are to take relevant training.

Councillors wishing to resign from a committee must do so by notifying the Clerk.