



Finance & Operations Committee Terms of Reference

Authority

The Finance & Operations Committee is appointed by and is solely responsible to Perranzabuloe Parish Council (PPC). The Committee's duties are defined and agreed by Full Council who may vote at any time to modify these.

Membership

- There will be eight elected members (voting)
- Members of the Committee are established at the Annual Parish Council Meeting
- Only Councillors appointed by the Full Council are entitled to vote or move or second a motion
- At its first meeting after the Annual Parish Council meeting, the Committee shall elect a Chair (per Standing Orders).
- The Chair and Vice Chair of the Council are ex-officio members of the Committee (voting per Standing Orders)
- Councillors appointed to the Committee must be willing to commit to undertake any relevant training as soon as they are elected to the Committee. PPC recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long term commitment
- Any member of the council is able to attend but it will be at the discretion of the Committee to allow members to remain when press and public are excluded. This will be decided on a case-by-case basis.

Quorum

Quorum will be five members.

Frequency of meetings

Scheduled meetings once per month, usually on the first Monday of the month.

Public Participation

There will be a public participation item at meetings of the Committee. Each member of the public will be allotted a maximum of three minutes each and the total amount of time for the session shall not exceed 15 minutes. This will be the only item on the agenda on which the public can participate. A member of the public is anyone that is not a member of the committee or ex officio.

Record of meeting

Written minutes will be taken to record the Committee's decisions and will be noted at a following Full Council meeting.

Review of terms of reference

The Committee may review their terms of reference annually and make recommendations to Full Council.

General terms

1. That powers be exercised in accordance with any policy adopted or resolutions made by PPC.
2. That powers be subject to the PPC's Standing Orders and Financial Regulations (any expenditure over £5,000 to be ratified at Full Council).
3. That any proposal which involves any change in the existing policies already approved by PPC shall be submitted to Full Council for approval.
4. Implementation of Committee decisions rests with the Parish Clerk.
5. Work with other relevant committees as appropriate on certain cross-committee issues
6. Urgent/emergency issues may be dealt with as they arise by the Parish Clerk in consultation with the Chair of the Committee.
7. All members will attend training relevant to the work of the Committee as identified & provided by PPC.

Delegated powers

1. To manage PPC's property regarding refurbishment, repairs, compliance with regulations, related insurance and legal matters and other issues with regard to any buildings and car parks owned or leased by PPC, not including any structures which another Committee has delegated powers to manage.
2. To spend, within PPC budgets and in accordance to PPC guidance, on the above.
3. To ensure that PPC and its Committees make decisions, take actions and carry out projects with full regard to the protection of its property and further, will make suggestions so that the functioning of PPC will improve its property holding.
4. To oversee the strategic devolution of services and assets including the library as directed and resolved by PPC, including power to negotiate terms with partner organisations, and to spend – within budgets – on such items as necessary for transfer of services.
5. To establish working groups from its membership for specific time-limited tasks as required.
6. To respond on behalf of PPC to consultative processes on matters within the committee's remit.
7. To oversee PPC's finances, receive regular financial management reports and make appropriate recommendations to Full Council
8. To participate in budget discussions as part of Full Council budget setting process for the purposes of forecasting and recommending budgets for each financial year.
9. To receive reports from property and devolution related groups as appropriate.
10. To consider new PPC policies before ratification by Full Council
11. To consider such matters as may be delegated by PPC from time to time.

Reviewed/Agreed: Full Council Meeting, 25 September 2023



Staffing Committee Terms of Reference

Authority

The Staffing Committee is appointed by and is solely responsible to Perranzabuloe Parish Council (PPC). The Committee's duties are defined and agreed by the Full Council who may vote at any time to modify these.

Membership

- There will be five elected members (voting).
- Members of the Committee are established at the Annual Parish Council Meeting.
- Only Councillors appointed by the Full Council are entitled to vote or move or second a motion.
- At its first meeting after the Annual Parish Council meeting, the Committee shall elect a Chair (per Standing Orders).
- The Chair and Vice Chair of the Council are ex-officio members of the Committee (voting, per Standing Orders).
- Councillors appointed to the Committee must be willing to commit to undertake any relevant training as soon as they are elected to the Committee. PPC recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.
- A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.

Quorum

Quorum will be three members.

Frequency of meetings

Scheduled meetings twice a year and ad-hoc meetings as required.

Public Participation

There will be no public participation at the meetings of the Committee.

Record of meeting

Written minutes will be taken to record the Committee's decisions and will be noted at a following Full Council meeting. If further detailed and confidential minutes are required these will be circulated to Committee Members only.

Review of Terms of Reference

The Committee may review their terms of reference annually and make recommendations to the Full Council.

General terms

1. That powers be exercised in accordance with any policy adopted or resolutions made by PPC.
2. That powers be subject to PPC's Standing Orders and Financial Regulations.
3. That any proposal which involves any change in the existing policies already approved by the PPC shall be submitted to PPC for approval.
4. Implementation of Committee decisions rests with the Parish Clerk.
5. Urgent/emergency issues may be dealt with as they arise by the Parish Clerk in consultation with the Chair of the Committee.

6. All members will attend training relevant to the work of the Committee as identified & provided by PPC.

Delegated powers

1. To consider such matters as may be delegated by PPC from time to time
2. The overall performance of the staff, delegating the day-to-day line management to the Parish Clerk.
3. To receive reports from the Parish Clerk in respect of attendance, short and long term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave and flexible leave requirements
4. To review and implement all employment policies in consultation with members of staff.
5. To maintain the staffing levels necessary to efficiently discharge the work required by PPC and to review the workloads periodically and to make changes provided that they comply with existing agreed policies of PPC.
6. To oversee the recruitment process of all staff and where required, assist, when required, the Parish Clerk in the recruitment of new staff.
7. To undertake the recruitment of the Parish Clerk with any associated expenditure and making the appointment.
8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment.
9. To maintain confidentiality over all staffing matters as required under the General Data Protection Regulations 2018 and the Code of Conduct.
10. To deal with all matters relating to Councillor/staff conduct.
11. Staff Appraisals
 - a. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes.
 - b. The annual appraisal of the Parish Clerk will be undertaken by the Chair of the Committee plus one other Member.
 - c. To oversee staff and member development including identify training opportunities and ensure that all training needs are met.
12. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks.
13. To receive and consider any complaints made under PPC's Grievance and Disciplinary Procedure.
14. To investigate and, where appropriate, appoint a panel to hear complaints made under the PPC's Grievance and Disciplinary Procedure and full delegated responsibility to take whatever action necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter.
15. To prepare and submit to the Full Council budget proposals in respect of salaries and training for all staff not later than 30 November each year.
16. Authorisation of expenditure provided that the payment is made from a budget that is within the limits previously approved by PPC.
17. All aspects of Health and Safety that fall within the remit of the Committee
18. Making recommendations to PPC on all matters not within existing policy.

Last Reviewed: 31st May 2023



Public Spaces & Services Committee Terms of Reference

Authority

The Public Spaces & Services Committee is appointed by and is solely responsible to Perranzabuloe Parish Council (PPC). The Committee's duties are defined and agreed by Full Council who may vote at any time to modify these.

Membership

- There will be eleven elected members (voting).
- Members of the Committee are established at the Annual Parish Council Meeting
- Only Councillors appointed by PPC are entitled to vote or move or second a motion
- At its first meeting after the Annual Parish Council meeting, the Committee shall elect a Chair (per Standing Orders).
- The Chair and Vice Chair of the Council are ex-officio members of the Committee (voting per Standing Orders).
- Councillors appointed to the Committee must be willing to commit to undertake any relevant training as soon as they are elected to the Committee. The Council recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.
- Any member of PPC can attend but it will be at the discretion of the Committee to allow members to remain when press and public are excluded. This will be decided on a case-by-case basis.

Quorum

Quorum will be four members.

Frequency of meetings

Scheduled meetings once per month, usually on the second Monday of the month.

Public Participation

There will be a public participation item at meetings of the Committee. Each member of the public will be allotted a maximum of three minutes each and the total amount of time for the session shall not exceed 15 minutes. This will be the only item on the agenda on which the public can participate. A member of the public is anyone that is not a member of the committee or ex officio.

Record of meeting

Written minutes will be taken to record the Committee's decisions and will be noted at a following Full Council meeting.

Review of terms of reference

The Committee may review their terms of reference annually and make recommendations to the Full Council.

General terms

8. That powers be exercised in accordance with any policy adopted or resolutions made by PPC.
9. That powers be subject to PPC's Standing Orders and Financial Regulations.
10. That any proposal which involves any change in the existing policies already approved by PPC shall be submitted to PPC for approval.
11. Implementation of Committee decisions rests with the Parish Clerk.
12. Work with other relevant committees as appropriate on certain cross-committee issues
13. Urgent/emergency issues may be dealt with as they arise by the Parish Clerk in consultation with the Chair of the Committee.
14. All members will attend training relevant to the work of the Committee as identified & provided by PPC.

Delegated powers

1. To monitor and manage the maintenance of the parish, including beaches and dunes, parks and greens, Cligga Headland, leisure and recreation areas, allotments and others within the ownership or jurisdiction of PPC.
2. To spend, within PPC budgets and accordance to PPC guidance on above activities.
3. To bring forward future projects for public spaces management and any other such issues within the Committee's remit.
4. To approve requests for events in open spaces owned by the PPC.
5. To consider such matters as may be delegated by PPC from time to time.
6. To manage PPC's small structures regarding refurbishment, repairs, compliance with regulations and other issues with regard to any smaller items owned or leased by PPC such as benches, bus shelters, noticeboards and others, not including any structures which another Committee has delegated powers to manage
7. To monitor and manage the maintenance of the parish, including street cleaning and bin emptying, footpaths, cycleways and weed treatment, street lighting and others within the ownership or jurisdiction of PPC.
8. To spend, within PPC budgets and accordance to PPC guidance
9. To establish working groups from its membership for specific time-limited tasks as required.
10. To respond on behalf of the PPC to consultative processes on matters within the committee's remit.
11. To participate in budget discussions as part of Full Council budget setting process for the purposes of forecasting and recommending budgets for each financial year.
12. To liaise with other committees where relevant on specific issues
13. To bring forward future projects for management and any other such issues within the Committee's remit.



Planning Committee Terms of Reference

Authority

The Planning Committee is appointed by and is solely responsible to Perranzabuloe Parish Council (PPC). The Committee's duties are defined and agreed by the Full Council who may vote at any time to modify these. Planning applications shall be circulated to Planning Committee members as they are received and at least three days before the Parish Council Planning Committee meeting, by the Parish Clerk. The applications may be viewed on the Planning Portal at Cornwall Council.

Membership

- There will be nine elected members (voting).
- Members of the Committee are established at the Annual Parish Council Meeting.
- Only Councillors appointed by the Full Council are entitled to vote or move or second a motion.
- At its first meeting after the Annual Parish Council meeting, the Committee shall elect a Chair (per Standing Orders).
- The Chair and Vice Chair of the Council are ex-officio members of the Committee (voting, per Standing Orders).
- Councillors appointed to the Committee must be willing to commit to undertake any relevant training as soon as they are elected to the Committee. PPC recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.
- A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.

Quorum

Quorum will be three members.

Frequency of meetings

Scheduled meetings every three weeks and ad-hoc meetings as required.

Public Participation

There will 15 minutes allowed for Public Participation at the start of the meeting.

Record of meeting

Written minutes will be taken to record the Committee's decisions and will be approved as a correct record at Planning Committee meetings and noted at a following Full Council meeting.

Review of Terms of Reference

The Committee may review their terms of reference annually and make recommendations to the Full Council.

General terms

7. That powers be exercised in accordance with any policy adopted or resolutions made by PPC.
8. That powers be subject to PPC's Standing Orders and Financial Regulations.
9. That any proposal which involves any change in the existing policies already approved by the PPC shall be submitted to PPC for approval.
10. Implementation of Committee decisions rests with the Assistant Clerk.
11. Urgent/emergency issues may be dealt with as they arise by the Assistant Clerk in consultation with the Chair of the Committee.
12. All members will attend training relevant to the work of the Committee as identified & provided by PPC.

Delegated powers

1. To make representations to the Local Planning Authority on applications for planning permission which have been notified to PPC;
2. To make representations in respect of appeals against the refusal of planning permission;
3. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
4. To monitor, review and, where necessary, make recommendations to PPC for amendments to the planning consultation procedure;
5. To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee; and
6. Tree Preservation Order (TPO) planning applications will be reported in the normal way on the planning list and comments will be subject to the recommendations of the Cornwall Council Forestry Officer.
7. Applications that are to be submitted to the Cornwall Council Strategic Planning Committee to be discussed and ratified at Full Council. Other significant applications at the discretion of the Planning Committee Chair.

Last Reviewed: 4 December 2023 Planning Committee and 18 December Full Council



Cligga Terms of Reference

Authority

The Cligga Sub-Committee (Committee) is appointed by and is solely responsible to Perranzabuloe Parish Council (PPC). The Committee's duties are defined and agreed by Full Council who may vote at any time to modify these.

Membership

- There will be seven elected members (voting).
- Members of the Committee are established at the Annual Parish Council Meeting.
- Only Councillors appointed by PPC are entitled to vote or move or second a motion.
- At its first meeting after the Annual Parish Council meeting, the Committee shall elect a Chair (per Standing Orders).
- The Chair or Vice Chair of the Council are ex-officio members of the Committee (voting per Standing Orders).
- Councillors appointed to the Committee must be willing to commit to undertake any relevant training as soon as they are elected to the Committee. PPC recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.
- Any member of PPC can attend but it will be at the discretion of the Committee to allow members to remain when press and public are excluded. This will be decided on a case-by-case basis.

Quorum

Quorum will be three members.

Frequency of meetings

Scheduled meetings once per month.

Public Participation

There will be a public participation item at meetings of the Committee. Each member of the public will be allotted a maximum of three minutes each and the total amount of time for the session shall not exceed 15 minutes. This will be the only item on the agenda on which the public can participate. A member of the public is anyone that is not a member of the committee or ex-officio.

Record of meeting

Written minutes will be taken to record the Committee's decisions and will be noted at a following Full Council meeting.

Review of terms of reference

The Committee may review their terms of reference annually and make recommendations to Full Council.

General terms

15. That powers be exercised in accordance with any policy adopted or resolutions made by PPC.
16. That powers be subject to PPC's Standing Orders and Financial Regulations (any expenditure over £5,000 to be ratified at Full Council).
17. That any proposal which involves any change in the existing policies already approved by PPC shall be submitted to PPC for approval.
18. Implementation of Committee decisions rests with the Parish Clerk.
19. Work with other relevant committees as appropriate on certain cross-committee issues.
20. Urgent/emergency issues may be dealt with as they arise by the Parish Clerk in consultation with the Chair of the Committee.
21. All members will attend training relevant to the work of the Committee as identified & provided by PPC.

Delegated powers

12. To consider and make recommendations to Public Spaces & Services Committee and Finance & Operations, regarding the development and management of Cligga. To include:
 - a. Researching historic information.
 - b. Legal ramifications of any recommendations, seeking advice from the Property Manager (leases), Cornwall Council and any other relevant person or organisation.
 - c. Recommendations for a comprehensive plan encompassing the utilisation and enhancement of Cligga, encompassing elements such as any change of use, green areas, road enhancements and security measures.
13. To consider such matters as may be delegated by PPC from time to time.

Agreed: Full Council Meeting, 27 November 2023