



ALDERHOLT PARISH COUNCIL TERMS OF REFERENCE 2025-26

PLANNING COMMITTEE

STANDING ORDERS: As per full Council with the exception of:

The composition, time, date, and place of meetings of a committee are determined by the council or the committee itself. No statutory annual or similar meetings are required.

As a **standing** committee, the Chairman will be decided by full council.

This committee will normally meet publicly every 4 weeks or at a frequency which fulfils Local Planning Authority (LPA) planning policy.

The agenda will include a public session; if a member of the public wishes to make a representation at the meeting concerning any item on the agenda, they should contact the clerk before 12 noon on the day of the meeting. Speaking will be restricted to a maximum of 5 minutes per person and the overall session will last no more than 15 minutes. For all other agenda items, members of the public are welcome to attend as observers only. No decisions can be made during this item.

QUORUM: 3 Members

MEMBERS: 5

POWERS

Under section 101 (1) of the Local Government Act 1972, Alderholt Parish Council has delegated its statutory powers and functions to this committee for the municipal year 2025/26 to deal with:

1. Commenting on new planning applications relating to Alderholt with the exception of larger-scale developments (over 10 units) as a consultee
2. Commenting, where appropriate on planning appeals relating to Alderholt with the exception of larger-scale developments (over 10 units)
3. To liaise with the LPA, public and other organisations concerning planning applications with the exception of larger-scale developments (over 10 units)
4. Commenting on matters relating to Tree Preservation Orders (TPO's)
5. Consultations and larger-scale developments (over 10 units) will be dealt with by full Council.



6. Procedures to be followed as laid down in APC Planning Protocol. Any changes to the protocol to be decided by the clerk in liaison with the assistant clerk and the Planning Committee Chairman.
7. If there are no applications received during the meeting cycle, the meeting may be cancelled at the discretion of the Planning Chairman and assistant clerk and/or clerk.
8. The assistant clerk will request a time extension from the LPA Dorset Council for any applications where the response date does not fit into the meeting cycle. If an extension is not possible, an additional meeting may be called or if the application is straightforward, at the discretion of the Planning Chairman and assistant clerk, members' comments may be submitted by email to the assistant clerk. In the latter instance, a public notice must be displayed for 3 clear days inviting members of the public to make comments to the parish office before the council response is submitted.
9. This committee has no financial powers or budget allowance.
10. That reporting Councillors were responsible for checking the status of their applications and sending the decision notice to the office for inclusion on the notices and decisions report to the next Planning Committee meeting.

FINANCE COMMITTEE

STANDING ORDERS: As per full Council with the exception of:

The composition, time, date and place of meetings of a committee are determined by the council or the committee itself. No statutory annual or similar meetings are required.

As a **standing** committee, the Chairman will be decided by full council.

This committee will normally meet publicly twice a year or more often if it is deemed necessary by the Committee Chairman or clerk.

The agenda will include a public session; if a member of the public wishes to make a representation at the meeting concerning any item on the agenda, they should contact the clerk before 12 noon on the day of the meeting. Speaking will be restricted to a maximum of 5 minutes per person and the overall session will last no more than 15



QUORUM: 3 Members

MEMBERS: 5

1. To review budgets and reserves and amend if necessary.

2. To allocate grants in respect of applications received within the agreed annual budgets.

Note: Grant application 2 x annual closing dates will be set in line with the Finance meeting dates

3. To deal with any non-staffing complaints in line with the Parish Council Complaints procedure

[illegible]

STAFFING COMMITTEE

STANDING ORDERS: As per full Council with the exception of:

The composition, time, date and place of meetings of a committee are determined by the council or the committee itself. No statutory annual or similar meetings are required.

As a **standing** committee, the Chairman will be decided by full council.

The committee will be mindful:

- of the legal framework for, and good practice in, employment matters
- of the confidential nature of employer-employee matters and that many of the items for consideration will require the public and press be excluded by resolution of the committee
- of nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk and Assistant Clerk to the Council
- of relevant council protocols and policies



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MEMBERS: 4

1. To receive reports from the Clerk and make recommendations to Full Council regarding all policy issues relating to staff.
2. Be responsible for staff recruitment.
3. To confirm individual Contracts of Employment and all terms and conditions.
4. To make arrangements for regular objective review of the Clerk's performance by this committee and take necessary action thereon.
5. Decide upon annual salary awards.
6. To appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk and the Assistant Clerk.
7. To consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon.
8. As and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting.
9. The Appeal Panel's decision is final.

[illegible]



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GREEN SPACES WORKING GROUP

QUORUM: 3 (With at least 1 being a Member of the Parish Council.)

MEMBERS: at least three 3 Parish Councillors

The Working Group is made up of at least three Members of Alderholt Parish Council and four representatives from the community.

The Group was set up in 2021 to consider all matters associated with the enhancement of the green spaces in the parish of Alderholt, for the benefit of residents and the natural environment.

The Terms of reference are as follows:

1. Introduction

The Green Spaces Working Party ('the Working Party') is a Working Party of Alderholt Parish Council ('the Parish Council'). The aim of the Working Party is to enhance the green spaces in and around the parish of Alderholt, in accordance with good environmental practices.

2. Membership

The Working Party shall consist of at least three members of the Parish Council ('Council Members') and at least four members of the Community ('Community Members'). The Chairman and Vice Chairman of the Parish Council shall be ex-officio members. Members shall be appointed by resolution of the Parish Council. Membership shall be reviewed annually at the Annual Parish Council meeting, to include the appointment of a Lead Councillor. Members must be aged 18 and above.

On being nominated to the Working Party, all members must read and adhere to its terms of reference and the Parish Council's Safeguarding Policy.

The Working Party may also recruit any number of volunteers who may attend meetings, participate in organised activities, and contribute ideas but who will have no voting rights.

A Leader of the Working Party shall be chosen by the Working Party members at its first meeting following the Annual Parish Council meeting. The Leader will be a Councillor.

The Leader will be the main point of contact for the Group and will convene and chair meetings.

3. Voting/Decision Making



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On matters requiring a decision, the Group will discuss matters with a view to reaching consensus. If this cannot be achieved, the Leader shall decide if the matter should go to a vote, or the differing views recorded in writing and communicated to the Parish Council. Each Member of the Working Party has one vote. In the case of equality of votes, the Leader of the meeting has the casting vote whether or not they gave an original vote.

4. Meetings

Meetings will be held on an ad-hoc basis, as required. There is no requirement to be clerked, although notes will be taken and distributed by email to the members, volunteers and to the Parish Clerk.

Working Party meetings are not required to be held in public.

5. Quorum

The quorum shall be three members of the Working Party provided at least one of them is a member of the Parish Council. If an appointed Parish Council member for the Working Party is unable to attend a meeting, then a substitute Parish Councillor can be asked to attend on their behalf. A minimum of seven days' notice is required when calling any meeting. If the number of members present falls below the required quorum then the business will not be transacted until the next meeting or any other day as the Leader may fix.

6. Purpose and Scope

To consider matters associated with the enhancement of green spaces in the parish of Alderholt for the benefit of residents and the natural environment.

Such green spaces shall not be limited to land owned or leased by the Council but may, by permission of the landowner, include any open space within the parish of Alderholt.

The Parish Council shall continue to be responsible for the management of the trees they currently manage. Any new tree planting shall be the responsibility of the Green Spaces Group, in conjunction with the Parish Council.

The Group may make recommendations to the Parish Council concerning trees from time to time.

7. Responsibilities

The Working Party shall be responsible for:



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- Developing and implementing plans for enhancing sites identified as being worthy of improvement for the benefit of the parish and/or the natural environment, such plans be approved by the Council;
- Supporting the Council in developing a management plan for green spaces in the parish;
- Identifying new green spaces with potential for enhancement;
- Liaising with outside organisations such Dorset Council, Woodland Trust, etc
- Coordinating the work of members and volunteers, completing risk assessments and ensuring the appropriate health and safety measures are taken;
- Communicating with the general public through the Alderholt Parish Council website, Parish Magazine, noticeboards and other channels;
- Advising the Council on any matter relating to the management of green spaces in the parish of Alderholt;
- Members and volunteers to adhere to the Parish Council's Safeguarding Policy.

8. Work Sessions

The Working Party may organise any number of work sessions in line with the purpose and scope of the Group, such session be covered by the Council's Public Liability Insurance. A risk assessment shall be completed by a member of the Working Party for each work session.

For insurance purposes, any person taking part in a work session must sign an attendance sheet giving their full name and telephone number and confirming that they have read and understood the risk assessment.

Completed risk assessments and sign in sheets should be retained by the Leader for six months and then destroyed to comply with GDPR and as per the Council's Retention Policy.

All parents/guardians of young people aged 14-17 who wish to take part in any work sessions will be required to complete the Parent Consent form. Consent will be required to be updated each year and retained by the Leader of the Working Party for a maximum of twelve months.

9. Powers



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members. Members shall be appointed by resolution of the Parish Council. Membership shall be reviewed annually at the Annual Parish Council meeting, to include the appointment of a Lead Councillor. Members must be aged 18 and above.

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A Leader of the Working Party shall be chosen by the Working Party members at its first meeting following the Annual Parish Council meeting. The Leader will be a Councillor.

The Leader will be the main point of contact for the Group and will convene and chair meetings.

Voting/Decision Making

On matters requiring a decision, the Group will discuss matters with a view to reaching consensus. If this cannot be achieved, the Leader shall decide if the matter should go to a vote, or the differing views recorded in writing and communicated to the Parish Council. Each Member of the Working Party has one vote. In the case of equality of votes, the Leader of the meeting has the casting vote whether or not they gave an original vote.

Meetings

Meetings will be held on an ad-hoc basis, as required. There is no requirement to be clerked, although notes will be taken and distributed by email to the members, volunteers and to the Parish Clerk.

Working Party meetings are not required to be held in public.

Quorum

The quorum shall be three members of the Working Party provided at least one of them is a member of the Parish Council. If an appointed Parish Council member for the Working Party is unable to attend a meeting, then a substitute Parish Councillor can be asked to attend on their behalf. A minimum of seven days' notice is required when calling any meeting. If the number of members present falls below the required quorum, then the business will not be transacted until the next meeting or any other day as the Leader may fix.

Responsibilities

The Working Party shall be responsible for:

- Identifying and communicating with potential stall holders



- ## Powers

Reporting

The Working Party will keep residents informed of its activities by reporting at the Annual Parish meeting (not the Annual Parish Council meeting) and by providing updates at Council meetings through the Lead Councillor from time to time.

[illegible]

SUBSTITUTE MEMBERS TO COMMITTEES.

- APC Standing Orders ref 4d(v)
- Part One Law and Procedures for Local Councils; Delegation Arrangements S.4 (m);

S.12(2) of the LGA 1972 requires the Council to fix the number of Councillors and non-Councillors and their terms of office in a committee. Standing orders permit that substitute members may be appointed which may be particularly useful if ordinary members are not able to attend deeming the meeting inquorate. Standing orders should regulate the circumstances in which a substitute is justified and provide that if the substitute member is legitimately summoned to and is present at a meeting which the ordinary member he is replacing then attends, the ordinary member cannot participate in that meeting.

- a) The Council may wish to appoint substitute members to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the proper officer *at least three working days* before the meeting that they are unable to attend.



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- b) An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

APC agrees that substitute members will be all remaining Parish Councillors and will apply to all committees. Committee members should make every possible endeavour to attend committee meetings and substitute members should not be used as the norm.