



# Huntington Parish Council

Clerk: Louise Gibson, 15 Covert Rise, Tattenhall, Cheshire, CH3 9HA.

☎: 01829 771001 E mail: [theclerk@huntington-chester.co.uk](mailto:theclerk@huntington-chester.co.uk)

## Huntington Parish Council Working Groups

Some of the Parish Council's business is discussed by Working Groups, to ensure the most effective management of Parish Council business. These Groups consider a wide range of issues and make recommendations at the formal Parish Council Meetings. The Working Groups do not have any delegated powers of authority. They work together, sometimes with members of the community, to gather knowledge and information before reporting back to the full parish council who make any final decisions.

The Council resolves the Working Groups and membership of these groups at the Annual First Meeting of the Parish Council, held each May.

Every Working Group will follow the agreed **general terms of reference**, as follows:

- Specific Terms of Reference for each Working Group will be reviewed annually
- All Councillors will be informed of any Working Group meeting held, with a minimum of three days' notice.
- Notes will be made available after any meeting held by a working group and these will be included on the agenda of the next full council meeting
- Every Working Group holds no power of authority and ALL decisions must be made by full council.
- Notes will be very clear in what recommendations has been made by the working group and what decisions are required to be made at full council

## Expectation of Group Members

1. It is expected that Parish Councillors will sit on at least one Working Group and make every effort to attend Sub-Group meetings where possible. Apologies and reasons should be sent to the Clerk at least two days in advance of the meeting date.
2. Councillors are expected to take responsibility for their actions and act upon them in the agreed timescale.
3. Councillors attending the meetings are asked to respect confidentiality rules where these apply.
4. The group will operate in an environment where everyone has the opportunity to contribute.

## **Conduct of Meetings**

1. Meetings will produce notes by the Clerk to the Council or a member of the Working Group. These will always be presented to full council at the next Parish Council meeting and will be made available to the public.
2. Any Parish Councillors is welcome to attend the Working Group meetings but only formal Parish Council members of each working group can vote in favour/objection to recommendations.
3. Co-option of members of the general public is welcomed, where individuals can add key skills or qualifications, relevant to the Working Group to which they wish to join. This will be by written request to the Clerk who will then add it to the full council agenda for full council resolution.

## **The Council has established the following Working Groups for 2018//2019:**

Finance – Cllr Dave Whitehead, Cllr Roy Shelton, Cllr Mark Williams, Cllr Nick Dodd, Cllr Jacky Creswick

Remembrance – Cllr Nick Dodd, Cllr Roy Shelton

Communication – Cllr Roy Shelton, Cllr Mark Williams, Cllr Anthony Wilcox, Cllr Carolyn Walker, Cllr Andy Tassell

Community Events – Cllr Roy Shelton, Cllr Carolyn Walker, Cllr Anthony Wilcox, Cllr Mike Dutton, Cllr Andy Tassell, Cllr Dave Whitehead

Capital Expenditure Projects – Cllr Mark Williams, Cllr Carolyn Walker, Cllr Dave Whitehead, Cllr Mike Dutton, Cllr Nick Dodd

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## Terms of Reference

### Finance Working Group

#### Purpose

The Finance Working Group will oversee the administration of all matters relating to Council finance, audit and compliance with relevant legislation

#### Key Responsibilities

- 1) Draft the annual budget and precept in time for approval at the full council meeting in January as per council Financial Regulations
- 2) Review Financial Regulations, Standing Orders or Terms of Reference relevant to this committee
- 3) Review financial borrowing, loans or reserves
- 4) Administration of the council's financial affairs
- 5) Manage assets
- 6) Internal control including review of effectiveness of internal audit and internal controls
- 7) Financial terms and conditions relating to council employees
- 10) Review any awards or grants applications to local organisations from a budgetary perspective
- 11) Review expenditure from other groups, over and above any delegated limits
- 12) Authorisation for payment of council invoices
- 13) Any matters in connection with the Freedom of Information Act

#### Membership

Membership will consist of the Chairman and Vice Chairman. The Clerk, as Responsible Finance Officer, will also sit on this group.

## Frequency of meeting

Meetings will be held as required. A budget-setting meeting will always be held in December, with recommendations brought to the January full Parish Council meeting. Correspondence between meetings to update on progress of actions may occur via email.

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## Terms of Reference

### Community Events and Remembrance Working Group

#### Purpose

The Community Events Working Group will oversee the administration of all matters relating to Community events including budgets for each event held, publicity and legal obligations relating to any event held

#### Key Responsibilities

- 1) Act as the lead group for Community events, hosted by the Parish Council
- 2) Establish and run Parish wide events, with the support of all Councillors where needed.
- 3) Regularly report reporting to full council, including full costings.
- 4) Ensure all Community Events are run with appropriate insurances, licenses and other regulatory matters considered
- 5) Work with other community groups, where appropriate, in bringing events to the community
- 6) Publicise the events and ensure the whole community can become engaged, if they wish

#### Membership

Membership of the sub-group will consist of Councillors from Huntington Parish Council. The Working group also may co-opt members of the community to add expertise to the group. Membership will be dynamic and may change in response to the requirement for additional skills and experience.

#### Frequency of meetings

Meetings will initially be held on an ad-hoc basis, with actions progressed /delivered between meetings. A meeting will always be held in January or February to establish the events to be held in that year and the recommended format. Correspondence between meetings to update on progress of actions may occur via email.

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## Terms of Reference

### Communications Working Group

#### Purpose

To ensure that the community of Huntington is informed and aware of Parish Council business, events or public interest news within the parish

#### Key Responsibilities

- 1) Act as the lead group for all forms of communications by the Parish Council, including website, newsletters, social media and press releases.
- 2) To support other local community group in their own communications and events. This will only be for non-profit organisations and free from political bias.
- 3) Act as a signpost for information on the delivery of services within the parish by other relevant organisations.
- 5) Promote other relevant events occurring within the parish or events that may be of interest that are outside the area.

#### Membership

Membership of the working group will consist of Councillors from Huntington Parish Council. The working group also may co-opt members of the community to add expertise to the group. Membership will be dynamic and may change in response to the requirement for additional skills and experience.

#### Frequency of meetings

Meetings will be held on an ad-hoc basis, with actions progressed /delivered between meetings. Correspondence between meetings to update on progress of actions may occur via email.

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## Terms of Reference

### Capital Expenditure Working Group

#### Purpose

The Capital Expenditure Working Group will oversee the administration of all matters relating to projects funded by the New Homes Bonus money held by Huntington Parish Council

#### Key Responsibilities

- 1) To review projects outlined by Full Council and funding allocation needed
- 2) To carry out relevant research, including potential grant/award opportunities for any significant project planned and outline funding required
- 3) Review Financial Regulations, Standing Orders or Terms of Reference relevant to this committee
- 3) Review Financial borrowing, loans or reserves relevant to any significant project carried out
- 4) To obtain quotes for all elements of the project
- 6) Internal control including review of effectiveness

#### Membership

Membership will consist of either the Chairman OR Vice Chairman plus designated Councillors. The Clerk, as Responsible Finance Officer, will also sit on this group.

#### Frequency of meeting

Meetings will be held as required, on an ad-hoc basis (as and when projects present themselves). Correspondence between meetings to update on progress of actions may occur via email.