

Terms of Reference for Advisory Groups

Note: No Advisory Groups are decision-making bodies, therefore all matters contained within these terms of reference would be subject to referral to Full Council for decision, or where delegated authority has been given via a full council meeting.

Name of Group	Membership	Frequency	Terms of Reference
HR Advisory Group	5 councillors to include Chairman and Vice Chairman (ex-officio)	As required	<ul style="list-style-type: none"> • To review staffing structures for the Parish Council. • To consider amendments to employment arrangements for the Parish Council's staff. • To receive applications for significant variations to an employee's contract (e.g. regrading, hours of employment) and make recommendations to Council. • To consider any disciplinary and grievance matters raised. • To recommend new staff positions within the Council, and associated job descriptions and contracts. • To determine recruitment arrangements as vacancies arise. • To bi-annually review staff job descriptions and contracts of employment.
Finance and Governance Advisory Group	5 councillors to include Chairman and Vice Chairman (ex-officio)	3-4 meetings from October to December each year, ad hoc meetings as required	<ul style="list-style-type: none"> • To draft the annual budget for Full Council approval. • To recommend staff salaries in conjunction with the annual budget setting process. • To recommend capital expenditure for the Council within the annual budget setting process. • To recommend maintenance contract prices within the annual budget setting process. • To receive grant applications outside those budgeted within the Council's annual budget and recommend responses to Council. • To review significant amendments to policies, standing orders or financial regulations. • To periodically review the Council's banking and investment arrangements.

Amenities Advisory Group	5 councillors	Annually, with ad hoc additional meetings as required	<ul style="list-style-type: none"> • To recommend maintenance and improvement requirements for the following areas: <ul style="list-style-type: none"> ○ Community Centre Outside Space Incl. Pond and landscaping (excluding car park) ○ Leisure Garden ○ Cemetery ○ Mulberry Village Green Open Space and Play Area ○ Trafalgar Square Open Space and Play Area ○ Devlin Drive Open Space Play Area • To recommend maintenance and improvement requirements for the following facilities: <ul style="list-style-type: none"> ○ Grit bins ○ Dog bins ○ Benches ○ Bus shelters ○ Notice boards ○ War memorial ○ Bronze sculpture • To review and recommend all maintenance contracts on expiry. • To receive and review offers of additional open space land including S106/CIL, and to recommend future use of that land. • To review the fees and charges for the Rectory Lane Cemetery. • To report any significant matters affecting the visual amenity of the parish. • To consider any opportunities for grant funding for environmental improvements to the parish.
Community Centre Advisory Group	5 councillors	Quarterly	<ul style="list-style-type: none"> • To receive operational reports on the performance of the Community Centre • To recommend maintenance and improvement requirements for the Community Centre • To review any issues or requests relating to shared facilities including Police Station and Library Foyer. • To receive and recommend significant individual requests for

			<p>changes to the hiring arrangements of the Community Centre</p> <ul style="list-style-type: none"> • To receive and recommend requests for hiring the Community Centre that may have a significant impact on existing hirers • To carry out a periodic strategic review of the operation and pricing of the Community Centre • To recommend and implement any strategic marketing policies as required. • To recommend fund raising events that directly benefit the Centre.
Community Land Advisory Group	7 councillors	As Required	<ul style="list-style-type: none"> • To liaise with the appointed architects and other associated professionals in the project delivery • To review plans and quotations, with recommendations to full council for approval • To consider/implement any opportunities for grant funding • To undertake periodic reviews ensuring the project is delivered to the required specification and timescale • To receive feedback from the local community and external consultees