

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.

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 (eg 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)	2 – 3 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.

			<ul style="list-style-type: none"> • 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	5 councillors plus 2 [<i>rising to</i>	Quarterly	<ul style="list-style-type: none"> • To receive operational reports on the performance of the Community Centre

Advisory Group	3] non-voting User Group Reps (Community Centre User); Community Centre Manager as ex-officio non-voting contributor.		<ul style="list-style-type: none">• 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 changes to the hiring arrangements of the Community Centre• 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.
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