

Wortham & Burgate Parish Council

TERMS OF REFERENCE **COMMITTEES AND WORKING GROUPS**

Introduction

Committees and Working Groups are appointed by and are solely responsible to Wortham & Burgate Parish Council. Duties are defined and agreed by the Council who may vote at any time to modify these. Committees must meet at least two (2) times in each calendar year, working groups on an as needed basis.

Membership

The membership of the Committee will be reviewed annually but will consist of no less than three and no more than five Councillors or as agreed at the Annual Meeting of the Parish Council. A quorum at the Committee meeting will be that over 50% of the committee members are present, with the exception of the Employment Committee, being 100%. The Chair will automatically be an ex-officio member of all Committees.

Chair of the Committee

At its first meeting, following the Annual Meeting of the Council, the Committee will elect a Chair to preside at its forthcoming meetings.

Conduct at Meetings

Committee members are expected to abide by the Council's Code of Conduct at all times and:

- respect other members' right to express their opinions
- not interrupt members or officers when they are speaking -
- consider all views before coming to a conclusion on an item on the agenda.
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Agendas and Minutes

All committees will be called and minuted by the Clerk. If the Clerk is unavailable, a member of the Committee may be nominated at the start of the meeting to take the minutes.

Committee specific Terms of Reference are listed on the following pages;

- Page 2 General Terms of Reference (Applicable to all Committees)
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Wortham & Burgate Parish Council

GENERAL TERMS OF REFERENCE **APPLICABLE TO ALL COMMITTEE**

Wortham & Burgate Parish Council (the Parish Council) Committee Terms of Reference

1. The Committee members will be elected annually at the annual meeting of the Parish Council, excluding the Chair of the Parish Council who is an ex officio member of all Parish Council Committees.
2. Committee members must comply with all aspects of the 2014 Code of Conduct (as amended from time to time) and the Council's adopted Standing Orders at all times. Committees must ensure that all meetings, save as hoc site meetings etc, are conducted in line with the rules and regulations that cover all Parish Council meetings.
3. Each Committee must elect a Chair from its membership at the first meeting of the Committee after the Annual Meeting at which the Committee was elected. If the appointed Chair is unable to attend a Chair may be appointed from the Committee members present. If no member volunteers the Chair of the Parish Council will lead the Committee until a new Chair is appointed.
4. Each Committee must ensure that any public meeting held by a committee is quorate at all times.
5. All Committee meetings shall be minuted and such minutes shall be presented to the next Parish Council Meeting for approval and signing. The minutes shall be published on the Parish Council Website (unless they contain sensitive or private information) and hard copies retained by the Parish Clerk.
6. Each Committee may invite any person to attend a committee meeting in an advisory, non-voting capacity.
7. Each Committee may hold private ad-hoc meetings at their discretion.
8. Each Committee must review their committee specific Terms of Reference as per their Terms of Reference.
9. If at all possible, each committee should be balanced for gender, age and ethnicity.

Adopted as per minute reference 15.7 7th September 2021

Reviewed and adopted 19th May 2026 minute reference 18, Next review date May 2029

Wortham & Burgate Parish Council

Commons Committee Terms of Reference

Role of the Committee:

To manage the common land owned by the Parish Council. Additionally, advising and liaising with common owners as required.

Terms of Reference:

The Commons Committee

1. The Commons Committee will comprise of not less than four (4) Councillors or as agreed at the annual meeting of the Parish Council
2. The quorum for the Committee will be that over 50% of the Committee members are present
 - 2.1. The following individuals will be invited to participate in Commons Committee meetings in an advisory capacity only.
 - 2.1.1. The Reeve to Wortham Common
 - 2.1.2. The Reeve to Burgate Common
 - 2.1.3. The Common Owners
3. The Committee must meet at least two (2) times in each calendar year.

The Parish Council:

4. Delegate power to the Commons Committee to review and commission works that the Commons Committee thinks necessary to a limit of £3,000 for any one project . For projects in excess of £3,000 the Commons Committee will put before the Parish Council a recommendation for final approval.
 - 4.1. Require the Commons Committee to present a written Annual Report to the Annual Meeting of the Parish Council detailing completed and proposed works under the Agreement. A verbal or written report can also be tabled at any meeting of the Parish Council.
 - 4.2. Payments made to the Council, by The Countryside Agency, will be kept in a separate account administered by the Clerk/Responsible Finance Officer.
 5. The Terms of Reference under which the Commons Committee operates will be reviewed every three (3) years.
 - 5.1. Reviewed and amended (Item 1.2 – Landowners) 15 May 2007.
 - 5.2. Reviewed 9 Oct 08
 - 5.3. Reviewed 09/01/2019
 - 5.4. Reviewed, amended and adopted as per minute reference 16.3 26th October 2021
- (1) Reviewed 11th May 2026 and changed from a review every 4 years to every 3 years.
Minute Ref 5 11th May 2026
Reviewed and adopted 19th May 2026 minute ref 18, next review date May 2029

Wortham & Burgate Parish Council

Employment Committee Terms of Reference

Role of the Employment Committee:

To consider terms of employment, job description and salary scale for any person employed by the Parish Council. To advertise and interview any person(s) being considered and to carry out annual appraisals and review contract amendments and health and safety requirements.

Terms of Reference:

The Employment Committee

1. The Employment Committee will comprise of at least three (3) Councillors or as agreed at the annual meeting of the Parish Council.
2. The quorum for the Employment Committee will be that 100% of the Committee members are present.
3. The Committee must meet at least two (2) times in each calendar year.
4. The Committee will be responsible for employment issues as follows:
 - 4.1 To consider terms of employment, job description and salary scale for any employed post to Parish Council and present a final draft to the Parish Council for consideration and approval. Terms of employment to be based on the nationally agreed terms and conditions and contracts of employment produced by the National Association of Local Councils, the Society of Local Council Clerks, the Data Protection Office and the Pensions Office.
 - 4.2 To advertise, select, and interview any person(s) considered for employment by the Parish Council and to make a recommendation as to the suitability of the applicant(s) to the Parish Council. Based on the interviews conducted, using the model specimen documents and advice provided by the Society of Local Council Clerks or the National Association of Local Councils.
 - 4.3 To carry out an annual appraisal for each employee on an appropriate date. A recommendation, based on this appraisal, will be made to the Parish Council with regard to any pending annual increment for the next financial year. This will include any retrospective payments due.
 - 4.4 To consider any amendments to the Contract of Employment and Job Description as put forward by either the Parish Council, the employee or any professional body (NALC, SLCC etc) and recommend to the Parish Council any action considered necessary.
 - 4.5 To investigate any complaint relating to any employee of the Parish Council and report its findings to the Parish Council, prior to any action being taken. Taking into account the need to preserve the principle of natural justice and to be mindful of the requirement of the Employment Act 2002 – Dispute Resolution procedures.
 - 4.6 To consider all Health & Safety aspects in relation to the Parish Councils role as an employer.

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5. The Terms of Reference under which the Employment Committee operates will be reviewed every three (3) years.

5.1. Reviewed 9 November 2004

5.2 Amended as per Minute Reference 4.4 5th July 2005

5.3 Reviewed 15 May 2005

5.4 Amended as per minute reference 18 20th January 2009

5.5 Amended as per minute reference 13 10th January 2017

5.6 Reviewed, amended and adopted as per minute reference 16.3 26th October 2021

5.7 Reviewed and adopted as per minute reference 18 19th May 2026

Next review date: May 2029

Wortham & Burgate Parish Council

Playing Field Committee Terms of Reference

Role of the Committee:

To be responsible for all aspects of the day to day running of the Coronation Playing Field and Sports Pavilion, ensuring that acceptable levels of cleanliness and repair are maintained with a regular assessment of risks.

Terms of Reference:

1. The Playing Field Committee will comprise of at least five (5) Councillors or as agreed at the annual meeting of the Parish Council.
2. The quorum for the Committee will be that over 50% of the Committee members are present.
3. The Committee must meet at least two (2) times in each calendar year.
4. The Playing Field Committee will:
 - 4.1. Be responsible for all aspects of the day-to-day running of the Coronation Playing Field and Sports Pavilion.
 - 4.2. Ensure that a rent is levied from all persons or clubs hiring the facilities and that the rents are reviewed on an annual basis no later than September each year.
 - 4.3. Not enter into any rental agreement with any Club or Association for a period of more than one year without the express permission of the Parish Council.
 - 4.4. Not permit any Club, Association or person to carry out any works, to any Council owned property, without the express permission of the Parish Council
 - 4.5. Ensure that the Playing Field and Pavilion are maintained to an acceptable level of cleanliness and repair.
 - 4.6. Ensure that all relevant certificates for the continued operation of the Sports Pavilion are obtained.
 - 4.7. May authorise expenditure for items pertaining to the day-to-day running of the Coronation Playing Field and Pavilion. Invoices will be presented for payment at the next available Parish Council meeting. Any items, goods or services exceeding £3000 in value will be subject to approval by the full Parish Council at its next available meeting. The Committee will submit the necessary estimates and details for the Parish Council's consideration.
 - 4.8. Will carry out an Assessment of the Risks (including Health and Safety assessments) on an annual basis. Keep written records of the assessment and report to the Parish Council its findings
 - 4.9. Be responsible for the maintenance of the play area on Wortham Playing Field.

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5. The Terms of Reference under which the Playing Field committee operates will be reviewed every three (3) years.

5.1. Reviewed 13/11/08 & Approved at PC meeting 2/12/08

5.2. Reviewed 13/10/09 & Approved at PC meeting 8/12/09

5.3. Reviewed, amended, approved and adopted 9/1/2019 item 4.8 every 6 months changed to annual basis

5.4. Reviewed, amended and adopted as per minute reference 16.3 26th October 2021

Reviewed and adopted as per minute reference 18 19th May 2026

Next review date: May 2029

Wortham & Burgate Parish Council

Village Maintenance Committee Terms of Reference

Role of the Committee:

To be responsible for the maintenance of the parishes of Wortham and Burgate, ensuring that acceptable levels of cleanliness and repair are maintained with a regular assessment of risks. This includes Parish Council assets, signage, rights of way, and any other items that contribute to the overall cleanliness and appearance of the parishes.

Terms of Reference:

1. The Village Maintenance Committee will comprise of at least five (5) Councillors or as agreed at the annual meeting of the Parish Council.
2. The quorum for the Committee will be that over 50% of the Committee members are present.
3. The Committee must meet at least two (2) times in each calendar year.
4. The Village Maintenance Committee will:
 - 4.1. Be responsible for ensuring that acceptable levels of cleanliness and repair of Parish Council village assets, signage, rights of way, and any other items that contribute to the overall cleanliness and the appearance of the parishes are maintained.
 - 4.2. Any items/issues relating to signage and rights of way, for which Suffolk Highways have responsibility, will be reported to Suffolk Highways directly. Any such reports will be followed up to ensure resolution of the issue.
 - 4.3. Not permit any Business or person to carry out any works, to any Council owned property, without the express permission of the Parish Council.
 - 4.4. Ensure that all relevant annual risk assessments for property, ie the bus shelters, are carried out. Keep written records of the assessment and report to the Parish Council its findings. Ensure all relevant risk assessments for works being conducted are carried out.
 - 4.5. May authorise expenditure for items pertaining to the day-to-day running of the Village Maintenance Committee. Authorisation must be made at a quorate meeting of the Village Maintenance Committee. Invoices will be presented for payment at the next available Parish Council meeting. Any items, goods or services exceeding £3,000 in value will be subject to the approval by the full Parish Council at its next available meeting. The Committee will submit the necessary estimates and details for the Parish Council's consideration.

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5. The Terms of Reference under which the Village Maintenance committee operates will be reviewed every three (3) years.

Approved 19th May 2026

Next Review date: May 2029

Wortham & Burgate Parish Council

Working Group Terms of Reference

Primary Purpose:

A Working Group is a group formed by the Parish Council to carry out specific detailed tasks on any matter that falls within its powers. The purpose of a Working Groups is to meet to discuss issues, explore options and develop plans and then report back to the Council or Committee with recommendations.

Responsibilities

- 1) To tackle issues as directed by the Council.
- 2) To be task specific and time limited.
- 3) To examine an issue in detail, read reports and related materials, examine options and get advice for the Council.
- 4) To act as experts and/or liaise with experts.
- 5) To make recommendations to the Council.
- 6) To explain the recommendations, reasons and options to the Council.
- 7) To answer questions from the Council.
- 8) No funding or monies to be spent or committed without delegated authority or prior Council endorsement.

Operations

- 1) A Working Group will not have a budget.
- 2) A Working Group must consist of at least three councillors, to be decided on at the time of the Working Group appointment.
- 3) A minimum of two Councillors to be at each meeting.
- 4) Notes of meetings to be prepared for Full Council to report on any activity, progress and recommendations.
- 5) A Working Group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- 6) All Members of Council are to be informed of any meetings of any Working Group and are able to attend and ask for any relevant Working Group documentation.
- 7) The Terms of Reference under which Working Groups operate will be reviewed every three (3) years.

Amalgamated Version of Terms of Reference				
Version	Approved	Change	Date	Minute Ref
1	19th May 2026	Amalgamated & added working groups	19th May 2026	18