

COMMITTEE STRUCTURE

1) FINANCE AND GENERAL PURPOSES

Meet quarterly (plus as necessary during budget setting period etc)

Field of Responsibility – Management and administration of financial affairs, risk assessment and insurance, employment issues, office premises, legal and statutory requirements

- a) Limited executive power to authorise minor expenditure on administrative and Parish Office items to a value not exceeding £200, provided that these are within the Budget previously agreed at Full Council
- b) Decisions on capital expenditure, or expenditure exceeding £200 to be ratified by Full Council
- c) Any decisions involving expenditure over and above the agreed Budget to be referred to Full Council
- d) Power to authorise correspondence which will not, in itself, result in Parish Council expenditure or bind the Council to any course of action.
- e) To make recommendations on financial matters, including those laid down in Financial Regulations, for ratification by Full Council
- f) To make other recommendations on administrative, legal, employment etc matters, for ratification by Full Council

2) RECREATION AND LEISURE

Meet monthly – 2nd Wednesday

Field of Responsibility – Provision, management and administration of recreation and leisure facilities, to include playing fields, sports facilities, play equipment, allotments and open spaces, including street furniture

- a) Limited executive powers to authorise expenditure for minor works, repairs and renewals to a value not exceeding £1000, provided these are within the Budget previously agreed at Full Council
- b) Decisions on capital expenditure, or expenditure exceeding £1000 to be ratified by Full Council
- c) Any decisions involving expenditure over and above the agreed Budget to be referred to Full Council
- d) Power to authorise correspondence which will not, in itself, result in Parish Council expenditure or bind the Council to any course of action - eg requests for information; requests to landowners or residents to undertake works with regard to obstructions, hazards etc; requests for action by other Authorities.
- e) Power to make decisions for the effective day to day management of resources and facilities within the Committee's field of responsibility, where these do not result in an increase in budgeted expenditure or in a cost exceeding £1000
- f) To make recommendations on other matters within the Committee's field of responsibility, for ratification by Full Council.

3) PLANNING & HIGHWAYS

Meet monthly – 3rd Wednesday (+ additional meeting after Full Council if necessary to meet SDC deadline re. planning application observations)

Field of Responsibility – Planning issues, Highways issues, Public Rights of Way issues, Bus Shelter matters, Public Transport issues

- a) Executive powers to decide comments on planning applications and other minor planning issues.
- b) Recommendations and comments on major or strategic planning matters to be ratified by Full Council
- c) Power to authorise correspondence which will not, in itself, result in Parish Council expenditure or bind the Council to any course of action - eg requests for information; requests to landowners or residents to undertake works with regard to obstructions, hazards etc; requests for action by other Authorities.
- d) Power to authorise expenditure for minor works, repairs and renewals to a value not exceeding £1000, provided these are within the Budget previously agreed at Full Council
- e) Power to make decisions for the effective day to day management of resources and facilities within the Committee's field of responsibility, where these do not result in an increase in budgeted expenditure or in a cost exceeding £1000
- f) To make recommendations on other matters within the Committee's field of responsibility, for ratification by Full Council.

4) DEVELOPMENT & PREMISES

Meet bi-monthly – 4th Wednesday (until Chapel Street development progresses)

Field of responsibility – Development and management of Council administrative premises

- a) To formulate and update Business Plan for proposed Resource Centre and Cafe
- b) Authorisation of correspondence related to Community Resource Centre and Café which will not, in itself, result in Parish Council expenditure or bind the Council to any course of action not already sanctioned.
- c) To undertake research and consultation on issues affecting the development of the Chapel Street site and the provision of the Resource Centre
- d) To engage in discussions with District Council and developers regarding the Chapel Street development, to make decision on minor items of detail and to make recommendation to Full Council on major issues
- e) To engage in discussions with external advisors, consultants etc, appointed or authorised by Full Council on the legal, financial, design and planning implications of the proposed building
- f) To deal with detailed issues during the construction period for the proposed Resource Centre
- g) To manage and administer Council premises (other than recreation and leisure facilities managed by the R&L Committee), to include maintenance and use of facilities both by the Council and others, including the furnishing and equipping of those premises.

SUSTAINABILITY

Meet bi-monthly – 4th Wednesday

Field of responsibility – co-ordination, management and funding of schemes to improve the sustainability of the Parish of Cam in terms of use of resources

- a) To consider all aspects of resource sustainability as they affect the Parish of Cam, to include (but not limited to) energy conservation and generation, water and waste management including recycling
- b) To administer and monitor the budget for promotion of sustainability in the Community as approved annually by Full Council
- c) To respond to consultation on matters of sustainability
- d) To enter into correspondence in relation to sustainability issues
- e) To complete, operate in accordance with and monitor Business Plan for the Energy Project
- f) To work with Severn Wye Energy Agency, Stroud District Council and other partners to be identified to establish, operate and manage the Energy Project
- g) To identify and apply for external funding for sustainability measures and manage that income in addition to the initial budget set by Council