

TERMS OF REFERENCE FOR NEW WORKING PARTIES

CODE OF CONDUCT

The second phase of the work is to:

Propose a new set of Standing Orders to Council, to be adopted before the end of the current civic year (May 2017).

Membership continues as before.

COMMUNICATIONS

The Working Party should consist of up to 6 members, of which up to 3 may be members of the public. One should be the Clerk or Assistant Clerk.

- To make a proposal to council on the format, content, means of delivery and regularity of a Newsletter covering the work of Melbourn Parish Council.
- To propose by the end of March 2017 a format for the Council's Annual Report covering the period May 2016 to April 2017.

PARISH MAINTENANCE

The Working Party should consist of up to 6 members, of which up to 5 may be members of the public. One should be the Warden or Assistant Warden.

- To identify current costs and then suggest ways to reduce those costs.
- To engage the public to get involved in both reporting work that needs to be done and also in volunteering to carry out work themselves.
- To identify the work¹ which needs to be undertaken on a regular basis around the parish (and not covered by the 3 contracts).
- To draw up a schedule for the identified maintenance, making it clear what can be undertaken by the Village Warden and Assistant Warden, what can be done by volunteers and what will need to be carried out by contractors.
- To draw up a specification for a Framework agreement for the contracted work to be tendered.

To be reported to Council by September 2017 to enable the costs for maintenance in the Precept for 2018/19 to reflect the true cost to the Parish.

¹ Cutting of hedges, tree work, maintenance of hard landscaping and hardware such as seats, for example.

TASKS FOR SMALL GROUPS OF COUNCILLORS

LANDSCAPING TO ACCOMPANY THE KOHIMA STONE (WAR MEMORIAL)

- To review the proposals made by the War Memorial Working Party for landscaping around the Kohima Stone; specifically the need for:
 - Soft landscaping
 - Fencing
 - Moving of Lamp post
- To invite Cllrs to a site meeting to explain the proposals on the ground.
- To make a proposal to Council, including current quotes for proposed work.

To report by end February 2017 because this will need to be funded out of 16/17 Precept or Community Grant money in the next FY.

ASSETS OF THE PARISH COUNCIL

- To clarify what the Parish Council owns (land and buildings) and identify any areas of land which are not claimed by anyone.
- To present to Council an Asset Register which properly reflects the Council's holdings to enable the insurance policy to be checked as being appropriate.
- To use the asset register to draw up a building maintenance plan and hence propose to Council a target level for earmarked building maintenance funds.

To report by October 2017 so that the work can feed into setting the Precept for FY 18/19.

GOVERNANCE OF THE PARISH COUNCIL

- To monitor compliance with the criteria set out in the Internal Auditor's report and draft Financial Regulations.
- To audit compliance with the criteria set out under the NALC Council Award and recommend what changes to Council procedures are needed to make the council eligible for the Quality Award.
- To update the council's risk assessments² and identify any which are missing.
- To present to Council a risk management plan.

To report by May 2017 as the work will be needed for Internal and External Audit at the end of the current Financial Year.

² Those relating to HR will be done by the HR Panel