

WEST MOORS PARISH COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Thursday 29th January 2009 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT:

Cllr A. Clarke - Chairman		
Cllr J Bartley	Cllr P Gausson	Cllr. Mrs C. Holmes
Cllr J Price	Cllr R Watson	Cllr. J. Young

OTHERS PRESENT: Ms. J. Weedon (Clerk)
Cllr P Holden

APOLOGIES: Cllr. B. Wye

08/431 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

08/432 DECLARATIONS OF INTEREST
Cllr Bartley declared and personal an prejudicial interest in agenda item 11, correspondence
Cllr Price declared a personal interest in agenda item 11, correspondence.

08/433 TO RECEIVE THE CLERK'S REPORT

- a) **Institute of Groundsmanship minute no 08/366 refers** – The application forms for Mr White to join the IOG have been sent off with the subscription cost.
- b) **Tractor Purchase minute no 08/367c refers** – The tractor was delivered on the 16 January. The documents for the finance have been signed by the Chairman and Vice Chairman of the Council. The documents are for lease hire with an agreement to purchase the tractor for a minimal charge at the end of the term. The overall cost of the tractor is £11,000 over a period of 2 years.
- c) The Fryer Field Gatekeeper has resigned due to work commitments. A replacement has been found.

08/434 TO RECEIVE FINANCIAL INFORMATION

- a) To receive Financial Summary up to 31st December 2008 attached on page 449. This was reviewed by the committee and proposed, seconded and **RESOLVED** that it be accepted.
Members requested that the clerk investigate to see if a better interest rate could be achieved on the account than currently offered by Scottish Widows.
- b) To Receive the Budget Comparison up to 31st December 2008 attached on pages 450 – 453.
This was reviewed by the committee and proposed, seconded and **RESOLVED** that it be accepted.
Members requested that Pinehurst Chapel is approached to repaint the Cemetery Lynch gate.
- c) Internal controls – The Chairman of the Council informed members that he had checked and signed bank reconciliations for July and October 2008 and January 2009. He also examined a random sample of the petty cash. In future, bank statements also to be brought to the committee quarterly for members to check and sign.

08/435 GRIEVANCE COMMITTEE CONSTITUTION

The Council having already approved and adopted the grievance procedure members discussed various methods for constituting a grievance committee should it be required. It was noted that the procedure for choosing members to sit on such a committee must be unbiased. After debate it was

RECOMMENDED that the Chairman or Vice Chairman of the Council constitutes a committee of 3 members to sit on the grievance committee. The 3 members will be selected at random from a list of willing Councillors, who have no connection to the grievance concerned. An Appeal committee, should it be required, to be constituted in the same manner, excluding those councillors already sitting on the grievance committee.

Members are requested to contact the Clerk if they are not willing to sit on a grievance committee.

08/436 PUBLIC TIME AT MEETINGS

Members reviewed the procedure and protocols for public participation at Council and committee meetings. Members also discussed protocol relating to members questions. After discussion it was

RECOMMENDED that Standing Order No 69 reads as follows:

At all meetings of the Council the Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. Any member of the public addressing the meeting may speak for a limited time of 3 minutes, except by the consent of the Council.

- a) **All public remarks not relating to an agenda item shall be made in the public participation period at the start of the meeting.**
- b) **All public remark relating to an agenda item shall, if the Chairman so allows, be made immediately after the Chairman calls the item, before Members have started to debate it.**
- c) **Members of the public may not participate in Councillors debate.**
- d) **A member of the public may not speak more than once on the same subject at the same meeting, unless the Chairman of the meeting invites him/her to clarify his/her remarks.**
- e) **The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a person from speaking or continuing to speak.**

It was further RECOMMENDED that Members questions tabled with 8 clear days' notice under Standing Order 24 be a permanent feature of the Council agenda, whether or not such a question has been submitted.

08/437 TERMS OF REFERENCE

After discussion and minor amendments it was

RECOMMENDED that the revised Terms of Reference for Committees be adopted to take effect from May 2008. Terms of reference attached on pages 454 - 457 of these minutes.

08/438 INTERNAL AUDITOR RECOMMENDATIONS

Members reviewed the comments of the internal auditor, with advice from the DAPTC on matters concerning the asset register, risk assessment, cheque stub authorisation, financial regulations, tenancies, electronic banking, P35.60, subcontract staff, gatekeeper staff, vandalism costs, fidelity guarantee, section 106 agreements, Parish Council office and Council Reserves. A full report is held in the Parish office.

After discussion it was

- a) **RECOMMENDED** that the Financial Regulation 3.4 be amended to state ‘subject to a limit of £1,500’. Financial Regulation 11.1i amended to read ‘where the value is below £6000 and above £2000 the Clerk or RFO shall strive to obtain 3 estimates.
- b) It was further **RECOMMENDED** that the Parish Council does not proceed with electronic banking because of the lack of controls available.
- c) It was also **RECOMMENDED** that the Council would endeavour to pay new gate keeper staff through the Council’s payroll and not by honoraria.

08/439 TO CONSIDER GRANT APPLICATIONS

Applications for grants Under Section 137 of the 1972 Local Government Act

- a) EDDC Sting in the Tail, A Festival of Stories - funding towards the running of the events held in 2009.

RESOLVED that no grant be awarded

Application for a grant under Section 142 of the 1972 Local Government Act

- a) New Forest Citizens Advice Bureau

RESOLVED that a grant of £150 be granted for the year 2008/09

08/440 TO RECEIVE CORRESPONDENCE

Cllr Bartley declared a personal and prejudicial interest and left the room. He took no part in any discussions.

Cllr Price declared a personal interest and remained in the room, but did not take part in the discussions.

- a) Memorial Hall Council – request that the Parish Council possibly provide help and finance to enable part of the Memorial Hall car park, currently covered in brambles to be cleared and a suitable surface installed in order to increase the capacity of the car park in the event that additional public use the area to park in when visiting the MUGA and the possible allotments located nearby.

Members were informed that the Memorial Hall Council has also approached EDDC to ask if part of the land currently leased to the Parish Council could be used for a car park. Members commented that no money has been budgeted for such work. It was requested that the Clerk contact EDDC to give advice of costs for clearing the area to make it suitable for car parking before any decision is made. The item to be discussed at Parish Council once further investigation has been carried out.

The Chairman declared the meeting closed at 9.16pm.

SIGNED DATE
Chairman of Finance and General Purpose Committee

West Moors Parish Council Financial Summary – Cashbook

Summary between 01/04/08 and 31/12/08 inclusive.

Balances at the start of the year

Current	£3,054.81
Deposit	£29,310.13
Petty cash	£18.54
Amenity I - Scottish Widows	£8,631.66
Amenity II - Scottish Widows	£7,816.98
Harrison III - Scottish Widows	£9,218.53
Total	£58,050.65

RECEIPTS	Net	Vat	Gross
Finance And General Purposes	£111,596.18	£286.21	£111,882.39
Daphne Harrison Subcommittee	£322.54	£0.00	£322.54
Amenities	£14,034.34	£12.66	£14,047.00
Total Receipts	£125,953.06	£298.87	£126,251.93

PAYMENTS	Net	Vat	Gross
Finance And General Purposes	£49,971.12	£698.69	£50,669.81
Highways and Environment	£3,237.57	£314.97	£3,552.54
Daphne Harrison Subcommittee	£1,785.00	£0.00	£1,785.00
Amenities	£31,664.80	£3,622.09	£35,286.89
Total Payments	£86,658.49	£4,635.75	£91,294.24

Closing Balances

Current	£4,127.26
Deposit	£63,647.38
Petty cash	£27.25
Amenity I - Scottish Widows	£8,947.45
Amenity II - Scottish Widows	£8,102.93
Harrison III - Scottish Widows	£8,156.07
Total	£93,008.34

Bank Reconciliation as at 31.12.08

Scottish Widows a/c:	25206.45
Current a/c:	5132.59
Deposit a/c:	63647.38
Petty cash	27.25

	94013.67
Less outstanding cheques	1005.33

Total	93008.34

West Moors Parish Council Financial Budget Comparison

Comparison between 01/04/08 and 31/12/08 inclusive.

INCOME		08/09 approved	Actual Net	Balance
Finance and General Purposes				
1000	Precept	£87,920.00	£87,920.00	£0.00
1010	Interest - Deposit Acc	£800.00	£917.25	£117.25
1020	Interest - Amenity I (Annual 1st Jan)	£200.00	£315.79	£115.79
1025	Interest - Amenity II (annual 1st Jan)	£300.00	£285.95	-£14.05
1030	General	£150.00	£258.79	£108.79
1040	Refuse Bag Sales	£800.00	£1,656.89	£856.89
1050	Insurance Claims	£0.00	£851.15	£851.15
1070	Grants	£0.00	£11,441.00	£11,441.00
1080	Youth Club (rent and water)	£0.00	£0.00	£0.00
Total Finance and General Purposes		£90,170.00	£103,646.82	£13,476.82
Amenities				
1100	Fryer Field Fees			
1100/1	Football	£2,060.00	£2,109.34	£49.34
1100/2	Cricket	£415.00	£693.50	£278.50
1100/3	MUGA	£0.00	£0.00	£0.00
1100/4	Other	£0.00	£214.00	£214.00
1100	Total	£2,475.00	£3,016.84	£541.84
1110	Cemetery Fees			
1110/1	Memorial	£2,500.00	£2,536.00	£36.00
1110/2	Interment	£6,000.00	£5,296.00	-£704.00
1110/3	Purchase plot	£4,000.00	£3,185.50	-£814.50
1110	Total	£12,500.00	£11,017.50	-£1,482.50
1120	Insurance Settlements	£0.00	£0.00	£0.00
Total Amenities		£14,975.00	£14,034.34	-£940.66
Highways and Environment				
1200	Highways Insurance Settlements	£0.00	£0.00	£0.00
Total Highways and Environment		£0.00	£0.00	£0.00
Daphne Harrison Subcommittee				
6010	Interest - D Harrison III (Scottish Widows)	£0.00	£322.54	£322.54
Total Daphne Harrison Subcommittee		£0.00	£322.54	£322.54
Total Income		£105,145.00	£118,003.70	£12,858.70

EXPENDITURE		08/09 approved	Actual Net	Balance
Finance and General Purposes				
2000	Salaries			
2000/1	Administration Staff	£23,815.00	£15,697.13	£8,117.87
2000/2	Grounds/other staff	£10,440.00	£9,275.67	£1,164.33
2000/3	Tax	£0.00	£3,108.40	-£3,108.40
2000/4	NIC	£0.00	£1,624.35	-£1,624.35
2000/5	Pensions	£0.00	£1,359.96	-£1,359.96
2000/6	Student loan	£0.00	£318.00	-£318.00
2000	Total	£34,255.00	£31,383.51	£2,871.49
2010	Employers Pension Contributions	£5,520.00	£4,229.35	£1,290.65
2020	Employers NIC	£3,000.00	£795.37	£2,204.63
2030	Expenses			
2030/1	Clerk Expenses	£500.00	£171.20	£328.80
2030/2	Groundsman Expenses	£100.00	£51.18	£48.82
2030/3	Councillors Travel Expenses	£200.00	£112.00	£88.00
2030/4	Chairmans Allowance	£50.00	£0.00	£50.00
2030	Total	£850.00	£334.38	£515.62
2040	Training			
2040/1	Clerk	£700.00	£170.00	£530.00
2040/2	Councillors	£200.00	£64.50	£135.50
2040	Total	£900.00	£234.50	£665.50
2050	Office and Admin Costs			
2050/1	Non Domestic Rates	£440.00	£212.97	£227.03
2050/2	Electricity	£400.00	£301.49	£98.51
2050/3	Phone Charges	£500.00	£418.11	£81.89
2050/4	Broadband Charges	£330.00	£242.91	£87.09
2050/5	Stationery	£700.00	£354.01	£345.99
2050/6	Photocopier	£400.00	£507.32	-£107.32
2050/7	Repairs and Maintenance	£150.00	£99.00	£51.00
2050	Total	£2,920.00	£2,135.81	£784.19
2060	IT Costs			
2060/1	IT Support	£500.00	£300.41	£199.59
2060/2	New Computer Equipment	£200.00	£35.12	£164.88
2060	Total	£700.00	£335.53	£364.47
2070	Insurance	£5,900.00	£2,650.00	£3,250.00
2080	Petty Cash			
2080/1	Postage	£350.00	£324.55	£25.45
2080/2	Other	£50.00	£125.66	-£75.66
2080	Total	£400.00	£450.21	-£50.21
2090	Professional Fees			
2090/1	Audit Fee	£1,000.00	£1,200.00	-£200.00
2090/2	Legal Fees	£250.00	£0.00	£250.00
2090/3	Other Fees	£0.00	£0.00	£0.00
2090	Total	£1,250.00	£1,200.00	£50.00
2100	Subscriptions			
2100/1	DAPTC	£1,000.00	£961.74	£38.26
2100/2	Society of L.C. Clerks	£0.00	£145.00	-£145.00
2100/3	Other	£0.00	£200.00	-£200.00
2100	Total	£1,000.00	£1,306.74	-£306.74
2110	Purchase of Refuse Bags	£800.00	£1,148.66	-£348.66
2120	Grants			
2120/1	Section 137			
2120/1/1	Youth Club	£3,000.00	£3,000.00	£0.00
2120/1/2	Other	£2,000.00	£170.00	£1,830.00
2120/1	Total	£5,000.00	£3,170.00	£1,830.00

2120/2	Section 142 - CAB	£300.00	£150.00	£150.00
2120	Total	£5,300.00	£3,320.00	£1,980.00
2130	Election Expenses	£500.00	£0.00	£500.00
2140	General	£500.00	£368.01	£131.99
2150	Advertising and Publicity	£500.00	£25.50	£474.50
2160	Website Development	£910.00	£53.55	£856.45
	Total Finance and General Purposes	£65,205.00	£49,971.12	-£15,233.88

Amenities

3000	Honorariums (gatekeepers)	£1,000.00	£470.00	£530.00
3010	Fryer Field Maintenance			
3010/1	General inc Dragon teeth/Street lamp Refurb	£1,350.00	£5,261.20	-£3,911.20
3010/2	Large machinery Maintenance	£300.00	£333.79	-£33.79
3010/3	Small Machinery Maintenance	£300.00	£61.05	£238.95
3010/4	Cricket Square maintenance	£500.00	£402.77	£97.23
3010/5	Pitch Maintenance	£1,500.00	£210.00	£1,290.00
3010/6	Weed Control	£500.00	£579.38	-£79.38
3010/7	Fuel	£750.00	£517.02	£232.98
3010	Total	£5,200.00	£7,365.21	-£2,165.21
3020	Pavilion Running costs			
3020/1	Electricity	£400.00	£225.47	£174.53
3020/2	Water/sewage charges	£400.00	£459.24	-£59.24
3020/3	Interior painting	£1,000.00	£1,115.00	-£115.00
3020/4	Other	£2,500.00	£2,274.36	£225.64
3020	Total	£4,300.00	£4,074.07	£225.93
3030	Multi Use Games Area			
3030/1	Floodlight maintenance	£400.00	£631.85	-£231.85
3030/2	General Maintenance	£10,000.00	£32.00	£9,968.00
3030/3	Electricity	£600.00	£424.34	£175.66
3030/4	MUGA Regeneration costs	£0.00	£3,378.24	-£3,378.24
3030	Total	£11,000.00	£4,466.43	£6,533.57
3040	Fencing	£500.00	£191.10	£308.90
3050	Fryer Field Play Area			
3050/1	Maintenance	£1,000.00	£567.02	£432.98
3050/2	General	£0.00	£611.00	-£611.00
3050/3	Safety Inspections	£0.00	£148.94	-£148.94
3050	Total	£1,000.00	£1,326.96	-£326.96
3060	Oakhurst Play Area			
3060/1	Maintenance	£500.00	£60.00	£440.00
3060/2	General	£0.00	£0.00	£0.00
3060/3	Safety Inspections	£0.00	£148.93	-£148.93
3060	Total	£500.00	£208.93	£291.07
3070	Skatepark Maintenance	£500.00	£0.00	£500.00
3080	Play Equipment	£0.00	£11,246.00	-£11,246.00
3090	New Machinery and Equipment	£500.00	£106.00	£394.00
3100	Cemetery Costs			
3100/1	Non Domestic Rates	£200.00	£69.30	£130.70
3100/2	Water charges	£100.00	£36.20	£63.80
3100	Total	£300.00	£105.50	£194.50
3110	Cemetery Maintenance			
3110/1	General	£500.00	£0.00	£500.00
3110/2	Fencing	£300.00	£0.00	£300.00
3110/3	Gravel	£500.00	£0.00	£500.00
3110/4	Landscaping	£0.00	£0.00	£0.00
3110/5	Externally contracted work	£0.00	£254.53	-£254.53
3110/6	Weed Control	£600.00	£0.00	£600.00
3110/7	Refuse Collection	£1,200.00	£803.81	£396.19
3110	Total	£3,100.00	£1,058.34	£2,041.66
3120	Memorial Inspections (due April 2009)	£4,000.00	£0.00	£4,000.00

3130	<i>Lynch gate maintenance</i>	<i>£200.00</i>	<i>£0.00</i>	<i>£200.00</i>
3140	<i>Petwyn Maintenance/Improvements</i>	<i>£2,200.00</i>	<i>£1,046.26</i>	<i>£1,153.74</i>
Total Amenities		<u>£34,300.00</u>	<u>£31,664.80</u>	<u>-£2,635.20</u>

Highways and Environment

4000	Public Seats			
4000/1	Maintenance	£200.00	£0.00	£200.00
4000/2	Purchase	£0.00	£0.00	£0.00
4000	<i>Total</i>	<i>£200.00</i>	<i>£0.00</i>	<i>£200.00</i>
4010	Bus Shelters			
4010/1	Maintenance	£1,000.00	£675.00	£325.00
4010/2	Purchase	£0.00	£735.00	-£735.00
4010	<i>Total</i>	<i>£1,000.00</i>	<i>£1,410.00</i>	<i>-£410.00</i>
4020	Street Furniture (inc Dog bins)			
4020/1	Maintenance	£0.00	£55.25	-£55.25
4020/2	Purchase	£1,140.00	£685.00	£455.00
4020	<i>Total</i>	<i>£1,140.00</i>	<i>£740.25</i>	<i>£399.75</i>
4030	<i>General</i>	<i>£200.00</i>	<i>£34.27</i>	<i>£165.73</i>
4040	<i>Christmas Decorations</i>	<i>£3,000.00</i>	<i>£573.05</i>	<i>£2,426.95</i>
4050	<i>Welcome Signs</i>	<i>£100.00</i>	<i>£0.00</i>	<i>£100.00</i>
4060	<i>Hanging Baskets</i>	<i>£0.00</i>	<i>£0.00</i>	<i>£0.00</i>
4070	<i>Lengthsman</i>	<i>£0.00</i>	<i>£480.00</i>	<i>-£480.00</i>
4080	<i>SID Hire</i>	<i>£0.00</i>	<i>£0.00</i>	<i>£0.00</i>
4090	<i>Dog Warden</i>	<i>£0.00</i>	<i>£0.00</i>	<i>£0.00</i>
Total Highways and Environment		<u>£5,640.00</u>	<u>£3,237.57</u>	<u>£2,402.43</u>

Daphne Harrison Subcommittee

6020	Grants from D Harrison III	£0.00	£1,785.00	-£1,785.00
Total Daphne Harrison Subcommittee		<u>£0.00</u>	<u>£1,785.00</u>	<u>£1,785.00</u>

Total Expenditure	£105,145.00	£86,658.49	£18,486.51
Total Income	£105,145.00	£118,003.70	£12,858.70
Total Expenditure	£105,145.00	£86,658.49	£18,486.51
Total Net Balance	£0.00	£31,345.21	

All items in bold and italic add up to final totals

Net Income shown on Financial Summary	£125953.06
Net Income Shown on Budget Comparison	£118003.70

Difference of £ 7949.36 This figure is the VAT reclaimed and paid to us so far this year. The budget comparison does not take VAT into account hence the difference in the net income figures.

West Moors Parish Council

GENERAL TERMS OF REFERENCE APPLICABLE TO ALL COMMITTEES

1. The terms of reference of all committees are subject to the following:
 - a. That powers be exercised in accordance with any policy adopted, or directions given, by the Parish Council.
 - b. That powers be subject to the Council's Standing Orders and Financial Regulations.
 - c. That any unresolved differences between Committees shall be referred to Full Council for determination.
 - d. That any proposal which involves a change in the existing policies approved by Council, shall be submitted to the Parish Council for approval.
 - e. Day to day management of Council matters rest with the Clerk to the Council.
 - f. Urgent/emergency matters may be dealt with as they arise by the Clerk to the Council in consultation with the Chairman of Committee (or in his/her absence the Vice Chairman) and Chairman of Council and reported to the next appropriate Committee or Full Council meeting whichever comes first.
 - g. Committees will bring to the attention of Council any matters which they are aware are being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on West Moors.
 - h. All meetings will normally commence at 7.30 pm and aim to close by 9.30 pm.
 - i. There will be a designated period of public questions and presentations. Such presentations shall be limited to a maximum of three minutes. Members of the public will be able to speak during the meeting at the discretion of the Chairman.
 - j. Committees will consider critical appraisals to minutes/Reports/documentation which from time to time are received from EDDC/Dorset County Council/DAPTC or other bodies which have been brought to Council's attention by the Parish Clerk/individual Councillor or member of the public which may have an adverse or beneficial effect on the village of West Moors.

2. Delegation Of Authority To Sub-Committees

Where a function within the terms of reference of a Committee has been further delegated to a sub-committee that sub-committee will report their findings/recommendations back to the appropriate Committee or direct to Council as per their remit.

Finance and General Purpose Committee

Remit

To monitor, oversee and review all matters relating to Council finances and its use of resources, ensuring the efficient and effective management of those resources including land, property, finance and staffing making recommendations to full Council as appropriate.

To deal with all issues relating to personnel matters, conditions of employment and appointment of staff making recommendations to full Council as appropriate.

To advise Council on policies and strategies and consider legislation and consequences thereof upon this council.

Constitution

The Constitution of this committee shall be a minimum of 8 and a maximum of 12 members of the Council. The quorum of the committee shall not be less than half the membership of the committee (rounded up to the next whole number).

Attendance at meetings

All members of the council may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless a member of the committee.

Delegated to Committee

- Ø To manage the Council's finances.
- Ø To advise the Council on the budget proposals of all committees and recommend the level of precept to be levied each year .
- Ø To consider matters arising from internal/external auditors reports and where considered necessary make changes to the Councils system of controls.
- Ø To undertake annual risk assessment
- Ø To be responsible for all the Councils insurance matters
- Ø To oversee the general management of staff by receiving written and verbal reports from the Clerk and make recommendations to the Council where appropriate.
- Ø To consider annual staff salary reviews and make recommendations to Council.
- Ø Assist with appointment of staff/be involved as required in the interview process.
- Ø To consider and recommend general staff matters.
- Ø To keep under review matters relating to health, safety and welfare of all Council employees.
- Ø To advise the Council on its Corporate Policies and Strategies
- Ø To recommend to the council changes to Standing Orders, financial regulations, committee structure, constitution and procedures.
- Ø To approve and award grants on behalf of the Council.
- Ø To approve accounts for payment and authorise payments of the Council.
- Ø Consideration of all matters not falling within the province of other committees.

Planning Consultative Committee

Remit

As a statutory consultee of the Planning Authority (East Dorset District Council), to consider all planning applications passed to West Moors Parish Council for the Planning Authority and make recommendations upon the suitability of the application.

To monitor Tree preservation orders and tree work.

On behalf of the Parish Council make recommendations regarding:

Regional Planning advice

District Council's Local Plan

Planning Structure in West Moors and planning policy in general.

Constitution

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Attendance at meetings

All members of the council may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless a member of the committee.

Delegated to Committee

- Ø The Planning Consultative committee are authorised to make binding decisions on behalf of West Moors Parish Council with regard to all aspects of paragraph 1 (remit) provided that in all cases the meeting is quorate.
- Ø To consider and reply to correspondence on any of the above matters.
- Ø To consider reports from the Parish Council tree preservation officer.
- Ø To respond on behalf of the Council to planning appeals.

Amenities and Environment Committee (formally Amenities committee and Highways and Environment committee)

Remit

To monitor, oversee and manage all aspects of the Fryer Playing Field, Multi Use Games area, West Moors Cemetery and Petwyn village green.

To consider all matters relating to footpaths and bridleways as shown on the definitive map.

To consider all matters relating to the management of civic amenities (bus shelters, benches etc.).

To consider all matters relating to roads and footpaths within the parish.

Constitution

The Constitution of this committee shall be a minimum of 8 and a maximum of 12 members of the Council. The quorum of the committee shall not be less than half the membership of the committee (rounded up to the next whole number).

Attendance at meetings

All members of the council may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless a member of the committee.

Delegated to Committee

To undertake, within the overall polices and approved budgets of the Council, the following powers, duties and functions:

- Ø To manage, oversee and develop Fryer Playing Field, play areas, Multi Use Games Area, skate park and any other leisure and recreational facilities.
- Ø To manage and oversee the Cemetery.
- Ø To consider Council policy in relation to its statutory obligations as a Burial authority and make recommendations to Council.
- Ø To consider fees and charges for Fryer field, MUGA and Cemetery and make recommendations to Council.
- Ø To maintain and improve public seats and bus shelters.
- Ø To maintain the War Memorial
- Ø To maintain the Petwyn to a high standard.
- Ø To consider and recommend to Council actions on: trunk roads, roundabouts, all roads within the parish and public footpaths.
- Ø To consider possible additions to the definitive map for the parish of West Moors.
- Ø To consider matters relating to litter within the parish.
- Ø To manage and control the work of the lengthsman and make recommendations to Council on any matter relating to the lengthsman.
- Ø To prepare the annual budget for the management of services under the remit of the committee and recommend to Finance and General Purpose committee.
- Ø To undertake the Councils functions in relation to flooding.
- Ø To consider and reply to correspondence on any of the above matters, within polices laid down by the Council.
- Ø To consider matters delegated by full Council.
- Ø To consider reports from the Parish Council footpath liaison officer.
- Ø To fulfil the Council's statutory functions in relation to provision of allotments and any resulting management functions.