

ROLES AND DELEGATION OF COMMITTEES

The role of the Committees of the Parish Council is to carry out the business of the Parish Council in small, focused groups.

The Committees have delegated powers to make resolutions on any business which the Parish Council has already agreed upon in principle. Those resolutions will be put before the full Parish Council at the next available meeting. The Committees also have delegated powers to make any decisions of a financial nature which involve monies allocated in that year's budget. Any financial decisions on monies not allocated in that year's budget should be recommendations to the next Parish Council meeting.

COMMITTEE ROLES:

Localities and General Purposes Committee meets 6 times a year:

- To oversee the upkeep of the playing fields (Wealstone Lane, Chemistry Pits, Marl Heys) and any play equipment and furniture in those areas;
- To suggest ways of improving play facilities in the parish;
- To ensure that facilities (tennis courts, bowling green, play area, football pitches) are staffed and maintained;
- To prepare a budget for all the above to be submitted to the Finance Committee and the full Parish Council for ratification.
- To take responsibility for the overall environment of the parish, playing fields; trees; footpaths; war memorial; village pump; bus shelters;
- To oversee Upton's entry to the Community Pride competition;
- To receive reports from the clerk and the pavilion supervisor and approve action on the running and management of the pavilion.
- To consider highways matters and liaise on behalf of Upton residents, with the CW&C Highways department.

Finance Committee meets monthly:

- To set and monitor the Parish Council's budget and assist the clerk in the preparation of accounts for the Council itself and for audit;
- To receive the budgetary requirements of other committees and submit them as part of the overall budget;
- To recommend the following year's precept.

Communications Committee meets 4 times a year:

- To oversee the Parish Council's communication with the community;
- To prepare regular newsletters for printing and distribution throughout the parish and to run the website.

Emergency Committee:

- In the event of an urgent matter arising when the Clerk to the Council is absent from duty, the designated Acting Clerk should immediately assess the situation and, if necessary (i.e. causes a danger or health & safety issue to members of the public and cannot wait until Clerks return), take whatever course of action is needed, with the minimum amount of cost to the Parish Council, to make the situation safe and

protect the Parish Council from liability. If further works are also required, that cannot wait until the Clerks return, the Acting Clerk should then call a meeting of the Emergency Committee, where at least three Members should be in attendance, so that a decision can be taken as to what steps need to be taken. The Clerk to the Council should be informed of any situation and works that have been undertaken on her return to work.

Employment Committee:

- To consider all aspects of the employment of staff, including, appointing staff, contracts, pay and remuneration, pensions, staff appraisals and discipline.
- To receive a report and guidance from the clerk regarding changes in employment law that affect UPC staff.

Neighbourhood Development Plan:

- To oversee the development of a Neighbourhood Plan for the civil parish of Upton by Chester and District on behalf of Upton by Chester and District Parish Council.
- To work to Government legislation, regulations and guidelines.
- To develop, monitor and review the plan processes and budget as necessary.

Planning Committee: planning applications for Upton-by-Chester parish are notified to the Clerk and circulated to all councillors. The Clerk or two councillors may convene a meeting for a planning application to carry out the following:

- To review planning applications notified by the clerk, where a meeting has been requested by any Member of the Parish Council.
- To consider if the Parish Council has any valid planning objections to the planning application.
- To agree caveats in the event of an application being approved where the Parish Council is otherwise opposed.
- To agree the submission to the Planning Authority, by the clerk on behalf of the Parish Council.

QE II Playground Sub-Committee:

- To carry out a baseline assessment of existing playground equipment, tennis courts and bowling green.
- To create a priority list for repairs and maintenance.
- To create a 'wish list' for new equipment and sporting/leisure provision.
- To seek quotations for equipment and installation.
- To identify grant funding sources.
- To complete grant funding applications.
- To report back to the full Parish Council and seek approval for any expenditure over and above that contained within the approved budget.

