

Terms of Reference of Committees, Sub-committees, Working Groups and Officers

All committees, sub-committees, Working Groups and Officer work for and on behalf of the council. They can be appointed long term or short term and can include non-councillors, giving a wider perspective on matters. They report to the full council at its monthly meetings and can make recommendations. Sometimes there may be an insufficient number of councillors or non-councillors available to appoint committees.

Working groups are set up for a short-term purpose. They report to the full council and can make recommendations.

Officers are members of the Parish Council. They provide written quarterly reports to the full council and can made recommendations.

Membership of all Stowupland Parish Council's Committees is determined at the Annual General Meeting of the Council or other meetings of the Council when required.

All full council meetings are open to the public and will be advertised on the Parish website.

There should be no less than three members appointed to a committee or sub-committee. The quorum of a committee or sub-committee of three should also be three. The committees, sub-committees and working groups operate to the Standing Orders of the Parish Council.

Each committee, sub-committee, working group or Officer should submit its proposals regarding revenue and capital expenditure, if required, for the following financial year for discussion at the November Finance and Policy Committee meeting.

Bio-Diversity and Wildlife Working Group

This working group consists of an ad-hoc group of Parish Councillors and non-members. There is no specified minimum or maximum number, and members may join or leave the group according to need. This working Group is to liaise with The Environment and The Green Sub-Committee. Meetings to be held when necessary.

The Working Group will:

- Retain an overview of biodiversity and wildlife conservation within the parish
- Liaise with groups within the parish having wildlife and conservation interests
- Manage, maintain and improve biodiversity and wildlife conservation within the parish

- Look to establish additional areas for bio-diversity and wildlife conservation within the parish
- Advise and make recommendations to the Council on the impact of proposals by owners and occupiers that may affect land being managed or proposed for management by the working group
- Make recommendations for funding of improvements and prepare grants from the appropriate funding bodies
- Put forward to the council a budget of expenditure for improvements and development for the following financial year for discussion at the November Finance and Policy Committee meeting.

This working group reports directly to Council and does not have any delegated powers.

Environment and The Green Sub-Committee

The Sub-Committee consists of parish councillors. Quarterly meetings to be held to discuss issues relating to the Environment and The Green and other areas of the village when requested to do so.

The Sub-Committee:

- Reviews the annual grass cutting schedule and liaison with the contractor
- Organising and the Community Litter Picks
- Organising and running Volunteer Days

This Sub-Committee reports directly to Council and does not have any delegated powers.

Parish Infrastructure Improvement Plan Working Group

The Parish Infrastructure Improvement Plan Working Group will carry out a regular resident consultation to establish the infrastructure needs of Stowupland, consider the results of the consultation and produce an updated draft PIIP for consideration by Parish Council and, once approved, it will be reviewed, updated and reported to Parish Council at least twice per annum. The Working Group will also make recommendations for funding of improvements and prepare applications for grants from the MSDC Community Infrastructure Levy (CIL) pot and make suggestions to Mid Suffolk District Council and Suffolk County Council in respect of expenditure of their elements of CIL.

This Working Group reports directly to the Council and does not have any delegated powers.

Neighbourhood Plan Review Working Group

This working group consists of Parish Councillors and non-members. The Working Group will

- Liaise with the consultant in the review of the Neighbourhood Plan
- Oversee the progress of the review with the consultancy
- Meet at least once a month by zoom with the consultant
- Consult with the Council to resolve and agree actions and issues arising from the review

The Neighbourhood Plan Review Working Group reports directly to the Council and does not have any delegated powers.

Trim Trail Working Group

This working group consists of an ad-hoc group of Parish Councillors and non-members. There is no specified minimum or maximum number, and members may join or leave the group according to need. There shall be no Chair or any other formal positions within the Trim Trail Working Group. Instead, members shall take guidance from the full Parish Council and the Parish Clerk, along with these Terms of Reference. There shall be no formal regular schedule of meetings of the Trim Trail Working Group.

There shall be no formal minutes, but whenever appropriate, one or more member(s) of the Trim Trail Working Group shall submit a written report of activities to meetings of the full Parish Council.

This working group reports directly to Council and does not have any delegated powers.

D-Day 80th Anniversary Working Group

This working Group was set up to organise a public event to celebrate the 80th Anniversary of D-Day on 6th June 2024.

The Working Group to comprise of a minimum of 2 Councillors. The Working Group can comprise of Councillors and non-Councillors.

The Working Group will

- Plan a public event to be held on June 6th 2024
- Make recommendations to the Council on ideas for the event
- Put forward a budget of expenditure to the Council

The Working Group reports directly to the Council and does not have any delegated powers.

Allotment Officer

The Allotment Officer is a member of the Parish Council. Their roles to include:

- Review the allotment rules with the clerk
- Carry out inspections of the allotment and liaise on outcome with the clerk to action
- Bring allotment holders issues/complaints to full parish council to action

The Officer to provide written quarterly reports to Parish Council and they have no delegated powers.

Cemetery and Churchyard Officer

The Cemetery and Churchyard Officer is a member of the Parish Council. They liaise with Holy Trinity Church PCC.

Their roles to include:

- Quarterly review with PCC on issues regarding the churchyard. The Parish Council now undertakes the sole responsibility of the closed churchyard.
- To review issues regarding the cemetery.
- Undertake annual safety checks of memorials

The Officer to provide written quarterly reports to Parish Council and they have no delegated powers.

Emergency Planning Officer

The Emergency Planning Officer is a member of the Parish Council. Their roles to include:

- Keeping the Emergency Plan up to date
- Liaise with MSDC about national changes to emergency planning and training
- Liaise with Stowupland Village Hall on practicalities on providing a local centre in the event of an emergency

The Officer to provide written reports to Parish Council when necessary and they have no delegated powers.

Footpath Officer

The Footpath Officer is a member of the Parish Council. They liaise with members of the public. Their roles to include:

- Survey the footpaths
- Reports the findings of the surveys to Suffolk County Council
- Promote walking and arrange parish walks

The Officer to provide written quarterly reports to Parish Council and they have no delegated powers.

Planning Officer

The Planning Officer is a member of the Parish Council. Their roles to include:

- Monitoring Planning applications
- Monitoring Planning breaches
- Advising Parish Council on proposed planning comments and any additional matters

The Officer to provide written reports to Parish Council when necessary and they have no delegated powers.

Play Park Officer

The Play Park Officer is a member of the Parish Council. Their roles to include:

- Monitor the play park equipment and basketball area
- To liaise with clerk for annual play park inspection

The Officer to provide written quarterly reports to Parish Council and they have no delegated powers.

Speed Watch Officer

The Speed Watch Officer is a member of the Parish Council. They liaise with members of the public. Their roles to include:

- To monitor speed within the village and report results to the police

The Officer to provide written quarterly reports to Parish Council and they have no delegated powers.

Tree Officer

The Tree Officer can be a member of the Parish Council or a volunteer appointed by the Parish Council. Their roles to include:

- Is the contact and support for all things tree related within the village environs
- Protect trees by reporting on early signs of pests, disease and vandalism
- To help find money to fund local tree planting projects
- An annual review of maintenance required

The Officer to provide a written report to the Parish Council as necessary and they have no delegated powers.