

Langford Parish Council Committee Terms of Reference

Planning Committee Terms of reference

Key objectives

- Responsible for receiving all planning applications from the local authority to assess and comment on the impact on the village
- Constantly strives to achieve best result for the village through constructive comment, consultation and liaison to influence final decisions.
- Ensures all major projects receive the widest possible involvement of the village through public display, press reports and direct engagement.

Processes and procedures

- All responses to the Local Authority are to be made within the prescribed timescales
 - Email is the preferred medium of response
 - A summary report is presented to each Parish Council meeting for inclusion in the minutes
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Langford Parish Council Committee Terms of Reference

Highways Committee Terms of reference

Key objectives

- To deal with all matters relating to highways and adjacent public open spaces in the parish.
- To monitor the state of upkeep and general maintenance of all highways and pavements
- To ensure that highway, footpath and street lighting is maintained to adopted standards and policy.

Processes and procedures

- The Highways Committee is an advisory committee with no delegated powers. It monitors, reports on and contributes to all matters relating to highways and adjacent public open spaces in the parish, in accordance with its

Terms of reference which are reviewed annually

- The Committee has no delegated powers, it is advisory only.
- The Committee will comprise at least two members appointed each year at the Annual Parish Council Meeting, plus the Chairman and Vice-Chairman ex officio.
- Quorum to be 1, unless otherwise determined by the Parish Council.

Langford Parish Council Committee Terms of Reference

Finance Committee Terms of reference

Key objectives

- Responsible for recommending a budget to the Parish Council and delivering that budget with the utmost integrity and transparency.
- Constantly strives to achieve best value for the services and goods it commissions.
- Ensures council funds are invested without risk

Processes and procedures

- The budget, actuals and forecast will be reviewed monthly. The review will be recorded on the excel based budget model. This will be presented quarterly to full council
 - The committee will approve all council expenditure
 - A best value review will be undertaken at the start of each financial year
 - All expenditure (other than donations and transfers which will be supported separately) must be covered by invoice receipts for services provided
 - Reviews audit terms of reference annually prior to engagement.
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Langford Parish Council Committee Terms of Reference

Personnel Committee Terms of reference

Key objectives

- The Personnel Committee to monitor and act on all new legislation directed by Bedfordshire Association of Town and Parish Council via the Clerk. To ensure all administrative and personnel items being the responsibility of Langford Parish Council are in place.
- Constantly strive to be pro-active and mindful of best value.

Processes and procedures

- All recommendations from the Personnel Committee to be put to Langford Parish Council for approval,
- Meetings of the Personnel Committee to be minuted and circulated to Parish Council Members with the Langford Parish Council agenda and minutes.

Langford Parish Council Committee Terms of Reference

Cemetery Committee Terms of reference

Key objectives

- The Committee serves in an advisory capacity, making recommendations to the Parish Council about matters pertaining to the set-up, operation and maintenance of Langford Cemetery.
- The Committee shall seek support, advice or expertise from external sources.
- Assess and review the annual budget
- To review and agree the structure of fees for services
- To oversee the day to day maintenance of the cemetery
- To agree the cemetery rules and regulations.
- To assess and budget for annual maintenance and running

Processes and procedures

- Ensure compliance with legislative processes and procedures
- To act in the best interests of the Parish