

Finance Committee Terms of reference adopted 9th April 2001

Terms of Reference

1. The Finance Committee is constituted as a Standing Committee of the Parish Council. The Committee composition shall be the Council Chairperson, Council Vice-Chairperson and two others appointed by the Chairperson who will also be the Committee Chairperson.
2. The Committee will meet annually to consider and approve the Precept following submission for finance from the Standing Committees.
3. The Committee will present its findings to the full Council for its approval in time for the January Council meeting each year.
4. The Parish Clerk will submit the appropriate figures to Winchester City Council by the due date

General Purposes Committee

Terms of Reference adopted by Full Council 25th June 2007

1. The General Purposes Committee is constituted as a Standing committee of the Parish Council. The Committee composition shall be a minimum of six Councillors as voting members, with three members constituting a quorum.
2. The Chairperson and Vice-Chairperson to be elected annually by the Committee.
3. Minutes of all meetings are to be kept and forwarded to the Parish Clerk for circulation. The Committee may appoint sub-committees to investigate and report back to the main Committee.
4. All correspondence should be conducted through the Parish Clerk wherever possible.
5. The Committee will ensure compliance of all Health and Safety Regulations for all Council employees and property.
6. The Committee will liaise with other authorities and take action on Public Relations, Tourism, Law and Order, Trade and Commerce, and Youth and School activities as involved with Parish Council affairs. The Committee will consider all other matters not obviously within the remit of the other Standing Committees and not allocated or covered by any other Committee.
7. The Committee will review Parish Council Policies and Standing Orders as required by the Council.
8. The Committee is authorised to commit Parish Council funds to a limit of £500 (Five Hundred Pounds) without formal Parish Council approval, provided this amount has been provided for in the Annual Precept.

Recreation Committee

Terms of Reference adopted by Full Council 25th June 2007

1. The Recreation Committee is constituted as a Standing Committee of the Parish Council. The Committee composition shall be a **minimum of** six Councillors as voting members, with three members constituting a quorum.
2. The Chairperson and Vice-Chairperson to be elected annually by the Committee.
3. Minutes of all meetings are to be kept and forwarded to the Parish Clerk for circulation. The Committee may appoint sub-committees to investigate and report back on any aspect related to sport, recreation and ancillary subjects.
4. The Committee will administer all sports facilities in the Parish. In co-ordination with the Parish Clerk, it will ensure the economic maintenance and availability of all buildings, playing areas, pitches, courts, recreation play areas, amenity spaces and all maintenance equipment under the Parish Council's control.
5. Whilst remaining under the administration of the Clerk, the Committee will oversee the time receipts of sports revenues and the efficient availability and allocation of grounds to sports organisations
6. The Committee will make proposals, obtain approvals, implement and oversee the further development of all Play and Recreational Areas as requirement demands and funding permits.
7. The Committee will ensure that maximum advantage is taken of available grants for sport, play and recreation for which the Parish Council may be eligible and will encourage fund-raising activities in support of sports and recreational facilities.
8. The Committee will liaise with the appropriate departments of local authorities to ensure that maximum benefits are derived from co-operation with such bodies
9. All correspondence should be conducted through the Parish Clerk wherever possible.
10. The Committee is authorised to commit Parish Council Funds to a limit of £500 (Five Hundred Pounds) without formal Parish Council approval, provided this amount had been provided for in the Annual Precept

Planning Committee

Terms of Reference for recommendation to Full Council June 2007

1. The Planning Committee is constituted as a Standing Committee of the Parish Council. The Committee composition shall be a minimum of five Councillors as voting members with four members constituting a quorum
2. The Chairperson and Vice-Chairperson to be elected annually by the Committee.
3. A record of all applications, the responses and the eventual results shall be noted in the minutes of meetings
4. The Committee shall have authority to consider all planning applications pertaining to Wickham Parish and to recommend on the response to be submitted to Winchester City Council or other authority where appropriate.
5. Any apparently controversial applications shall be referred to the full Parish Council. A time sensitive response may be made by the Committee Chairperson following a majority decision of the Committee.
6. Where an on site meeting is arranged all members of the Committee should be notified.
7. Where an application is the subject of an Appeal, the Committee is authorised to make written representation or to elect a member to attend the hearing.
8. All correspondence should be conducted through the Parish Clerk wherever possible.
9. Minutes of all meetings are to be kept by the Committee and forwarded to the Parish Clerk for circulation.
10. The Committee is authorised to commit Parish Council Funds to a limit of £500(Five Hundred Pounds) without formal Parish Council approval provided this amount has been provided for in the Annual Precept.
11. The Committee will meet at least once a month

Water Meadows Committee Terms of Reference adopted at the AGM 11th June 2008

1. The Water Meadows Committee is constituted as a Standing Committee of the Parish Council in the Council's role of First, and Corporate, Trustee (The Trustee) of the Wickham Water Meadows Millennium Green Trust (The Trust).
2. The Committee's composition shall be the Chairperson or Vice- Chairperson of the Parish Council (who will be the Committee's Chairperson) and 3 Council members, as voting members, with 2 members constituting a forum. The Committee may also invite non-members (having special relevant knowledge or expertise) to attend meetings who, if formally co-opted, shall have voting rights in accordance with the Local Government and Housing Act 1989 Section 13 and Statutory Instrument 1990 No 2476.
3. The Committee may appoint sub-committees to investigate and report back to the main Committee.
4. Minutes of all meetings are to be kept and forwarded to the Parish Clerk for circulation.
5. Wherever possible, all correspondence shall be conducted through The Trust's Project Manager, if appointed, or through the Clerk to the Council.
6. The Committee will ensure compliance with all Health and Safety Regulations for all Council employees and property.
7. The Committee shall be responsible for:-
 - a. the day-to-day management of the Trust in accordance with The Trust policies approved by the Trustee
 - b. the execution of plans for the future development of The Trust's property approved by the Trustee
8. The Committee is authorised to commit Parish Council Funds to a limit of £500 (five hundred pounds) only if this amount has been provided for in the annual Precept, and The Trust funds to a limit of £2,000 (two thousand pounds) without formal approval of the Trustee.

Forward Planning Committee Terms of Reference adopted by Full Council 14th January 2008

1. The Forward Planning Committee is constituted as a Standing Committee of the Parish Council. The Committee composition shall be a minimum of five Councillors as voting members with four members constituting a quorum.
2. The Chairperson will be elected annually by the Committee.
3. The Committee will consider all options for the immediate, middle and long term development of the village and after consultation with all the relevant parties will recommend to the Parish Council a "Wickham Development Strategy" to cover the period up to 2030.
4. The Committee will determine a brief for, and agree upon a list of, not less than four planning consultants appropriate to carry out an "impact assessment" study to reveal the likely consequences for the village of the proposed SDA north of the M27, together with the implications of the recently announced Government initiative to create a City Region in South Hampshire. To obtain methodology, timescale and cost bids for presentation and recommendation to the Parish Council.
5. The Committee will identify possible sources of support funding to assist specific aspects of the Forward Planning Committee recommendations with specific reference to the cost of consultants where relevant.
6. All correspondence relating to the work of this committee will be conducted through the Committee Chairman or Parish Clerk.
7. Minutes of all meetings will be kept by the Committee and forwarded to the Parish Clerk for circulation.
8. The Committee will meet as required by the workload.
9. The Committee will periodically review these terms of reference.