



## TERMS OF REFERENCE FOR COMMITTEES

### 1. PLANNING AND TRANSPORT COMMITTEE

#### Purpose

- To consider all planning applications affecting Melton submitted to the district council
- To decide the appropriate response to the district council taking into consideration the impact on the residents of Melton
- To decide if a particular application, due to its impact on the village, requires consideration by the full council
- To consider future rounds of consultation by the district council on the Local Development Framework and make recommendations to full Council
- To act for the council on planning matters of Trees – i.e. advice on Tree Preservation Orders etc.
- To consider all matters relating to Public Transport and Highways

#### Composition

- Five members

#### Meeting frequency

- Monthly

### 2. FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

#### Purpose

- To be responsible for the employment of council staff
- To provide contracts and other such documents as required by employment legislation
- To provide a staff appraisal system
- To agree salary levels for council employees
- To provide a Disciplinary Panel consisting of three members of the Finance, Employment and Risk Management Committee
- To provide an Appeals Panel consisting of one member from the Finance, Employment and Risk Management Committee not on the Disciplinary Committee and two other councillors who are *not* members of the Finance, Employment and Risk Management Committee
- Oversight of the internal financial controls
- Authorisation of all payments within budget
- Preparation of the budget for approval by full council

- Provision of financial information to the full council
- To make whatever banking and investment arrangements are appropriate
- To enter into and review contracts for the provision of services to the council
- To oversee the provision of office accommodation
- To make recommendations of expenditure from reserves
- To oversee the risk management of all council operations
- Raising of funds

Composition

- Five Members

Meeting frequency

- 6 times a year

**3. RECREATION**

Purpose

- To manage and promote the playing fields
- To manage and promote Burkes Wood
- To manage and promote the footpaths and rights of way
- To manage and promote the pavilion
- To manage and promote the play equipment on the playing field
- To manage and promote the tennis courts
- To manage items delegated from the Village Plan Implementation Committee
  - Village Identity
  - Access to training
  - Jobs and local economy
  - Local schools
  - Energy
  - Built and natural environment – information boards
  - Recycling
  - Facilities for young people
  - Cultural and sporting facilities
  - Facilities for older people
  - Natural environment
  - Community safety including dog fouling and anti social behaviour

Composition

- Five members

Meeting frequency

- Quarterly