

Albury Parish Council: Terms of Reference for Parish Council Committees & Working Groups, May 2025



ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

Terms of Reference for Parish Council Committees & Working Groups

1. General Principles

- All councillors are automatically members of all committees and sub-committees, unless they opt-out.
- Committees operate under the authority of Albury Parish Council and report directly to full council meetings.
- Committee decisions must align with Parish Council policies, statutory requirements, and community interests.
- Each committee has delegated responsibilities but does not have independent decision-making powers of financial or major policy matters – final approval remains with the full Parish Council.

2. Committee Roles and Responsibilities

2.1 Planning Committee

Purpose: To review and provide recommendations on planning applications affecting the Parish of Albury.

Responsibilities:

- To consider all matters relating to planning applications, and to recommend to the Borough and County Council on behalf of the Parish Council.
- To consider other planning related matters such as consultation on Waste & Minerals Plans and recommend a response for Council.
- To prepare Councils' response to Local Planning policies, LDF etc., for consideration by Council.
- To consider what initiatives should be taken by the Council in respect of the environment.

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- The committee may form separate Advisory Sub-Committee as appropriate to cover specific issues including matters such as the Landfill and Star Energy's proposal for gas storage.

2.2 Highways, Byways, Open Spaces, and Maintenance Committee

Purpose: To oversee public spaces, rights of way, and infrastructure maintenance.

Responsibilities:

- To promote and encourage sustainable public transport for the Parish.
- To consider and act on all matters relating the highways (road and footpaths and public rights of way) in the Parish, and to liaise with and lobby GBC/SCC accordingly.
- To monitor all aspects of road safety within the Parish and liaise with the Highways Department when necessary.
- To monitor parking issues in the Parish.
- To manage, maintain, replace, and install as required in accordance with the delegated budget, any street furniture and bus shelters.
- To manage all Council-owned or –operated open spaces and recreation sites in accordance with the agreed delegated budget.

2.3 Allotments Committee

Purpose: To manage the administration and upkeep of the allotment spaces in Albury.

Responsibilities:

- Allocate and oversee allotment plots.
- Ensure fair and transparent tenancy agreements.
- Support community engagement in allotment use.

2.4 Village Hall and Finance Committee

Purpose: To oversee financial matters and ensure the effective management of the Village Hall.

Responsibilities:

- Monitor Parish Council budget and financial planning.
- Review and approve financial policies and grant allocations.
- Oversee Village Hall maintenance and bookings.

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- To promote the Village Hall and Memorial Library.
- To handle all bookings and ensure that a Booking Clerk keeps the booking system up-to-date.
- To ensure that the Hall and Library are well-maintained and meet health and safety standards.
- To manage the budget agreed annually by the Parish Council.

2.5 Complaints Committee

Purpose: To review and resolve complaints in accordance with the Parish Council's Complaints Procedure, ensuring fair and impartial handling of disputes.

Responsibilities:

- Conduct initial screening of complaints (Chair, Vice Chair, and Clerk).
- Determine whether complaints require committee review or referral to the Monitoring Officer for potential Code of Conduct breaches.
- Facilitate a transparent and impartial complaint resolution process.
- Ensure that complaints are address in a timely and confidential manner, following best practices for dispute resolution.
- Provide reports to the Parish Council summarising outcomes and lessons learned (excluding personal details) in the event of a complaint.

2.6 Neighbourhood Plan Steering Group

Purpose: To develop and implement the Neighbourhood Plan, ensuring long-term sustainability and growth.

Responsibilities:

- Conduct public consultation and evidence gathering.
- Draft and review planning policies specific to Albury Parish Council.
- Collaborate with local stakeholders and authorities.
- Ensure alignment with the broader Local Plan and local frameworks.

3. Membership and Meetings

- All councillors are automatically members of all committees and sub-committees.
- Committees elect a Chair at the Annual Meeting each year.
- Meetings must be scheduled in accordance with Parish Council regulations and public accessibility requirements.
- Minutes must be kept.

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Decision-Making and Reporting

- Committees may make recommendations, but final decisions (especially financial commitments outside the allowance of the committee) require full council approval.
- Reports from committees must be presented at Parish Council meetings for discussion and ratification.
- Committees may invite non-council members to provide input but only councillors hold voting rights.