



Yarkhill Parish Council

YARKHILL PARISH COUNCIL

FINANCE WORKING GROUP

WORKING GROUPS AND VOLUNTEER ROLE TERMS OF REFERENCE

1. GENERAL PROVISIONS

All Working Groups and Volunteer Roles established by the Council are advisory only and shall have no delegated powers unless specifically authorised by resolution of the Council.

Working Groups and Volunteer Role holders may:

- Investigate matters within their remit.
- Consider options and proposals.
- Liaise with relevant organisations and stakeholders where appropriate.
- Make recommendations to the Parish Council.

Working Groups and Volunteer Role holders may not:

- Make decisions on behalf of the Council.
- Commit the Council to expenditure.
- Enter into contracts or agreements.
- Instruct contractors without prior Council approval.

All recommendations shall be referred to Full Council for consideration and decision.

2. FINANCE WORKING GROUP

Purpose:

To support the Council in monitoring and reviewing the Council's financial affairs and making recommendations on financial management.

Responsibilities:

- Review budget monitoring information.
- Consider draft budgets and precept requirements.
- Review reserves and financial planning.
- Consider financial regulations and related policies.
- Review bank reconciliations and financial reports as required.
- Consider value for money and financial sustainability.
- Make recommendations to Full Council.

3. PLANNING WORKING GROUP

Purpose:

To review planning applications and planning matters affecting the Parish and make recommendations to the Council.

Responsibilities:

- Consider planning applications referred to the Council.
- Review planning policy consultations and local development matters.
- Consider the impact of development proposals on the Parish.
- Liaise with planning authorities where appropriate.
- Prepare recommendations for submission to Full Council.
- Monitor planning issues affecting the Parish.

4. TREE AND POND OFFICER (VOLUNTEER)

Purpose:

To act as a volunteer point of contact regarding matters relating to the Parish pond, trees and environmental assets.

Responsibilities:

- Monitor the condition of the Parish pond and associated areas.
- Monitor trees under the Council's responsibility.
- Report maintenance requirements, defects and safety concerns to the Clerk.
- Promote biodiversity and environmental initiatives.
- Liaise with residents and relevant organisations where appropriate.
- Make recommendations to the Council regarding maintenance and improvements.

The Tree and Pond Officer shall not authorise works or expenditure.

5. LENGTHSMAN AND DRAINAGE SCHEME

Purpose:

To oversee and support the Council's involvement in the Lengthsman and Drainage Scheme.

Responsibilities:

- Identify works suitable for inclusion within the scheme.
- Monitor drainage, ditches, grips and related infrastructure.
- Liaise with the appointed Lengthsman, Herefordshire Council and relevant agencies.
- Monitor completed works.
- Report priorities and recommendations to Full Council.
- Assist in identifying areas requiring maintenance and improvement.

The Working Group shall not authorise expenditure beyond approved budgets or delegated authority.

6. WEBSITE AND MEDIA WORKING GROUP

Purpose:

To support the Council in maintaining effective communication with residents through the Council's website and other media channels.

Responsibilities:

- Review website content and accessibility.
- Consider methods of improving public communication.
- Assist with newsletters, notices and media releases.
- Promote transparency and public engagement.
- Consider website compliance and accessibility requirements.
- Make recommendations regarding communication strategies and website development.

The Working Group shall not publish statements on behalf of the Council without appropriate authority and shall ensure all communications reflect agreed Council policy.

7. REVIEW

These Terms of Reference shall be reviewed annually at the Annual Meeting of the Council or as required.