

## GROVE PARISH COUNCIL

### TERMS OF REFERENCE AND SCHEME OF DELEGATION TO THE ENVIRONMENTAL SERVICES AND PLANNING COMMITTEE AS AT 31 MARCH 2026

**Council Matters.** The Council can arrange to have any of its functions, except six, exercised by a Standing Committee, which can, in turn, arrange to have them exercised by a sub-committee. The six exceptions are:

- a. The determination of its own overall borrowing limit.
- b. The determination of its short-term borrowing limit.
- c. The determination of the amount payable by it at rates variable by a lender or which are controlled by external factors.
- d. The issue of a precept.
- e. The approval of a lottery scheme.
- f. Spending from Council's General and Earmarked Reserves.

Current Standing Committees are as follows:

- Finance and General Purposes committee.
- Environmental Services and Planning committee
- Leisure and Recreation committee

Where any standing committee is considering a council matter, it shall not have the delegated power to determine the matter, but shall report or make recommendations on the matter direct to the Council.

**General Committee Powers.** Standing Committees shall have the following delegated powers in their specific areas:

- a. To prepare its own budget.
- b. To approve expenditure with no limit for any items specifically identified within the committee's budget. If not identified specifically then items may be purchased up to £5,000 per item providing sufficient funds are available.
- c. To comment on all Council strategies and Corporate Policy proposals so far as they relate to their specific areas.

**Concurrent Powers.** The Council may at any time exercise any of the duties and powers within a committee scheme. Similarly, a committee may at any time exercise any of the duties and powers of its sub-committees. In addition, a standing committee may refer any issue back to council if it so wishes.

**Urgent business.** Every committee shall make arrangements for the discharge, in urgent circumstances, of the functions, which the committee may discharge, by appointing a sub-committee consisting of committee chairman, vice-chairman and one other named member to discharge these functions. The sub-committee shall record the urgent circumstances, which make it necessary for action to be taken before a meeting of the committee can be arranged and a report of that action shall be laid before the next meeting of the committee.

## **ENVIRONMENTAL SERVICES and PLANNING COMMITTEE**

### **TERMS OF REFERENCE**

To approve programmes of work, monitor performance and take decisions in respect of the areas mentioned in the Schedule below and provide reports on the implementation of the Council policies insofar as they relate to this committee.

### **DELEGATED POWERS**

The committee can resolve all matters within its Terms of Reference except Council matters.

### **SCHEDULE**

1. All the following issues relating to Grove Cemetery – administration, maintenance, landscaping, water supply, buildings.
2. All issues relating to litter, dog waste service (except Grove Recreation Ground), bus services, street signs, street furniture, recycling, police matters, highways (but not as a Highway Authority), transport matters and domestic planning applications (unless otherwise dealt with).
3. Other environmental issues to include:
  - a. Representation on outside bodies

All the powers and duties of the council referred to the committee including the above, but excluding the following:

- a. Staff – Wages, conditions
- b. Village maintenance
- b. Litter bins on Grove Recreation Ground.
- c. Trees (except for Memorial trees located in the Cemetery).