

WORKING GROUP / COMMITTEE
REMIT IN BRIEF - TERMS OF REFERENCE

As outlined in the Committee/Working Group General Terms of Reference every “group” must be given clear and unambiguous terms of reference. Every “group” will follow these agreed terms of reference. Any queries should be raised with the Clerk or Chairmanship. No working group / committee has any powers without either delegated decision-making authority from Full Council. *** A detailed TOR Specific to WG will be created ***

Working Group	Membership (Current)	Lead Councillor	Remit in Brief <i>* A detailed TOR specific to WG will be created *</i>
Finance	Cllr Jon Ogborn Cllr Nadene Cundell Cllr Mark Overton Cllr Jawahar Swaminathan	Cllr Ogborn / Cllr Swaminathan	<ul style="list-style-type: none"> • To consider budgets and recommend precepts & submit to full council for approval • To ensure adequate financial controls are in place to utilise and protect Councils finances and assets including appropriate insurance • To undertake financial reporting and monitoring and report, alongside Clerk/RFO, to full council • To monitor, alongside Clerk/RFO Council’s financial risk assessments /management and recommend changes where necessary • To work with Clerk, where necessary, on internal audit • To review and amend Council’s Financial Regulations annually and ensure Council observing regulations • To maintain asset register alongside Clerk • To recommend annual accounts to the Council
Neighbourhood Plan Reference Specific Terms of Reference	Cllr Keith Morrison Cllr Mark Overton Cllr Jon Ogborn Cllr Maria Socea	Cllr Morrison	<ul style="list-style-type: none"> • To draft Bottisham Neighbourhood Plan proposals and submit to Parish Council for review (BPC will submit to ECDC on approval)” • To propose a vision of how the neighbourhood (village) should

	<p>Cllr John Austin Tony Jolley (resident) (chair) John Wilson (resident) John Harris (resident) Jim Hill (resident) Brian Lewis (resident) Steve Faint (resident) Maureen Monks (resident) Neil Winkcup (resident) Morven Langdon (resident) Jody Deacon (resident) Simon Deacon (resident) Jenny Rankine (interested party)</p>		<p>look at the end of the Plan period</p> <ul style="list-style-type: none"> • To identify a budget, needed expenditure and identify/request for grants to then propose to Full Council. No expenditure can be made without prior approval of Full Council • To identify and manage external consultants where needed but no contracts can be entered into or monies agreed without prior approval of Full Council • Extensive consultation with the community including other bodies that can, have or will have an influence incl; Highways, English Heritage, Environment Agency, local businesses, primary school, Bottisham Village and ECDC • Village referendum and adoption • To identify areas of community value (ACVs)
<p>Traffic and Transport Reference Specific Terms of Reference</p>	<p>Cllr John Austin Cllr Steven O'Dell Cllr Cundell (Comms & Highways, GCP) Parish Clerk (Highways, GCP)</p>	<p>Cllr Austin</p>	<ul style="list-style-type: none"> • To follow through with the Parish Council transport issues raised • To liaise with A2B group • Ensure provision is made for safe travel including footpaths, cycle paths and roads • Work with full council, transport and highways, A2B group regarding issues with buses • To liaise with Highways for issues relating to road markings, boundary obstruction and any dangers identified • To liaise with Greater Cambridgeshire Partnership (GCP) regarding Bottisham Greenway project • To work with Highways on Local Highways Initiative (LHIs) and • To write monthly update for Cresset • On all matters ensure Full Council is kept notified
<p>Environment Reference Specific Terms of</p>	<p>Cllr Savannah Laurent Cllr Camelia Mihaescu</p>	<p>Cllr Laurent</p>	<ul style="list-style-type: none"> • Monitor (but not manage or supervise) litter-picking within village and report to Clerk where key issues lie

Reference	Cllr Rehana Shaker		<ul style="list-style-type: none"> • Monitor dog bins • Monitor the salt bins especially during winter months • Maintain Councillor areas of responsibility list for monitoring footpaths, roads, bushes • Raise issues with hedges, pathways, play areas to Full Council where appropriate ensuring that Highways or the relevant responsible • To ensure play area at Bradens Field is maintained and any issues raised • Ensure mowing & hedge cutting is maintained on Parish Council land incl. cemetery • Maintain benches and report if need of repair • To work collaboratively with Biodiversity working group • Co-ordinate the prevention of and removal of graffiti
Project Play	Cllr Savannah Laurent Ghisli Dunn (resident) Abbie Chetwynd (resident) Hilda Buchanan (resident) Stephanie Trickett (resident) Matilda Trickett (resident)	Cllr Laurent	<ul style="list-style-type: none"> • To undertake research on behalf of Council into possible new play areas • To identify ways of involving the whole community and gather views and opinions of as many individuals, groups and organisations in the community as possible. • To work collaboratively with Full Council, and community • To identify any funds at budget stage • Oversee implementation of the design and installation where appropriate • To liaise with play area external organisations to ensure standards of play area maintained • Provide regular reports to Full Council •
Cemetery incl new Cemetery	Cllr Jon Ogborn Cllr Steven O'Dell Parish Clerk	Cllr Ogborn	<ul style="list-style-type: none"> • To ensure that Council complies with requirements as laid out in the Local Authorities Cemeteries Order 1977 and Local Government Act 1972 (Section 101)

			<ul style="list-style-type: none"> • To ensure cemetery regulations and fees documents are up to date and published on Parish Council website • To ensure cemetery regulations are adhered to – if any changes needed, they must be brought to Full Council for approval • To review fees and charges on an annual basis and as and when deemed appropriate, make recommendations to Full Council. • Oversee the management of cemetery buildings (incl. shed) • Monitor the work to grass, hedges and trees (working Environment where needed), it is maintained and regular • Regularly review the general tidiness and appearance of the cemetery including bins, leaves, litter and gravestones • To liaise with local Funeral Directors (Parish Clerk and/or Admin Assistant). • To advise Full Council on proposals for short term and long term improvements • To ensure that the existing cemetery meets needs for burials until new (Lode Rd) cemetery is opened • To create business case & plan, source and manage contracts and liaise with ECDC and 3rd parties on new cemetery project
Biodiversity	<p>Cllr Keith Morrison Cllr Nadene Cundell Parish Clerk</p>	TBD	<ul style="list-style-type: none"> • To draw up plans (small scale projects) for biodiversity incl. costings and possible use of S106 monies to achieve aims. • Assist in the creation, management, maintenance, and requirements of biodiversity within the Parish. • To make recommendations to Full Council that increase and improve biodiversity • To promote environmental awareness within the community and work with local businesses to encourage • To look at developing sustainable travel solutions in collaboration with but not limited to GCP, ECDC, Highways and other organisations as well as the Traffic and Transport WG. • To try to protect, conserve and enhance Bottisham area and

			<p>natural environment and biodiversity by improving our open spaces, public rights of way etc.</p> <ul style="list-style-type: none"> • Work with schools and other local organisations on biodiversity / environmental projects
Communications	<p>Cllr Nadene Cundell Parish Clerk Cllr Jon Ogborn</p>	Cllr Cundell	<ul style="list-style-type: none"> • To draw up plans for community communication. • To manage/administer Parish Council website and outbound communications including updating social media sites in line with existing Facebook objectives • To maintain and update the Parish Council and Community noticeboard • Manage and maintain consistent tone of voice that encapsulates Parish Council Code of Conduct and our values • Liaison with local organisations incl. shops, businesses, schools and ECDC (but not for planning) • Liaison with Highways and Police enforcement • To ensure that all statutory information (such as agendas, minutes etc.) are released in accordance with procedures (Parish Clerk) • To write the outbound communication for inclusion in The Cresset (Parish Clerk and Chairman)

