



Committees and Working Group Terms of Reference

Environment Committee

Role of the Committee:

To lead on the Council's efforts to address climate change and to preserve and enhance the natural environment.

Quorum:

3 Tisbury Parish Councillors

Areas of Responsibility:

1. To make recommendations on the Council's environmental objectives, strategy and action plan, and to monitor progress against them.
2. To make recommendations on the Council's policy on environmental issues and support policy implementation within Council decisions and operations.
3. To make recommendations on the Council's participation in Wiltshire Council's Tree Warden Scheme and seek guidance from the appointed Tree Warden as appropriate.
4. To make recommendations on the following entries listed in the asset register, and to ensure their upkeep in partnership with relevant community groups and/or individuals:
 - a. Tisbury Allotments
 - b. Guy's Patch
 - c. Tisbury's First Rain Garden
 - d. Community Orchard
 - e. Jubilee Meadow
5. To make recommendations on environmental matters within the Parish Council's development of future plans for:
 - a. Tisbury and West Tisbury Neighbourhood Plan
 - b. Tisbury Emergency Plan
 - c. Community events organised by or otherwise enabled by the Council
 - d. Existing and new Wiltshire Council and Parish Council infrastructure, assets, facilities, amenities and services provided.
6. To make recommendations with the aim of improving environmental resilience to climate change and biodiversity loss in the parish.
7. To respond to Tree Works Applications under delegated authority from the Parish Council subject to conditions specified in clause 17 below.

8. To respond to national and local government consultations relating to the committee's remit, under delegated authority subject to conditions in clause 18 specified below.
9. To drive environmental literacy and skills development of Councillors and Council Officers.
10. To be informed on environmental issues within the parish and to liaise with and/or consult external bodies as relevant to develop understanding, proposals and recommendations.
11. To work collaboratively with other parishes and organisations on matters relating to the local environment.
12. To raise public awareness of environmental issues and to engage with local businesses and residents on opportunities available to address these issues within the local community.
13. Where feasible, to involve the community in environmental projects on Council land and to support environmental initiatives within the community.
14. To plan and deliver specific projects as delegated by the full council.
15. In October to formulate and recommend budget proposals relating to the committee's remit to assist precept-raising.

Powers

16. This Committee will not have the power to decide, except as detailed in 17-19 below, and will make recommendations and report to a full Tisbury Parish Council meeting for any decisions to be resolved/ratified.
17. The Committee has the power to respond to Tree Works Applications under delegated authority from the Parish Council, following advice from the Parish Tree Warden, for applications where the consultation period for the application falls between the dates of Parish Council meetings.
18. The Committee has the power to respond to national and local government consultations relating to the committee's remit under delegated authority from the Parish Council.
19. From time to time, full Council may delegate authority to this Committee, with the power of decisions, for other items.
20. The Committee will be able to obtain quotes and costs of a project within the budget of the Committee but must seek authorisation from the full Council for any spend from the budget.
21. The Committee is authorised to establish sub-committees and working groups as and when necessary to assist in its work.
22. All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by Tisbury Parish Council. Tisbury Parish Council has responsibility for all decisions made.

Membership

23. Membership must include at least three Tisbury Parish Councillors elected by full council.
24. Membership may include co-opted members who are representatives of organisations and/or individuals who, in the opinion of the Committee, shall enhance the expertise, effectiveness and representation of the Committee. Co-opted members shall not have voting rights.
25. A representative from West Tisbury Parish Council shall be invited to attend each meeting in a consultative and observation role – additions / substitutions may be made as required.

26. Other individuals or representatives of organisations, who are not councillors of either parish council nor co-opted members, may also be invited to attend individual meetings as appropriate.
27. A Tisbury Parish Council representative shall be elected as Chairperson of the Committee at the first Committee meeting after the Annual Meeting of the Parish Council.

Meetings

28. Meetings normally shall be monthly, with a minimum of six per year.
29. Meetings shall be open to the public, subject to 29a below:
 - a. During consideration by the Committee of confidential matters, the press and the public will be excluded from meetings under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1 (2), and these matters will be reported to Council as a confidential minute.
30. A record of all meetings will be minuted by the Parish Clerk or other suitable person.

Reports

31. The Chairperson will report special items and/or recommendations to full Council at the next available meeting following a meeting of this Committee.
32. The West Tisbury Parish Council representative may report back to West Tisbury Parish Council.
33. Co-opted members and invited representatives may report back to the organisations they represent on the Committee.
34. Draft minutes will be circulated to all Tisbury Parish Council members as soon as available and will be published on the Council website once approved.

Review

35. These terms of reference may be amended by a decision of full Council at any meeting.
36. At minimum, these terms of reference should be reviewed annually and approved at the Annual Meeting of the Tisbury Parish Council.

Staffing Committee

Quorum: 3 councillors

1. To establish and keep under review the staffing structure in consultation with the Parish Council.
2. To draft, implement, review, monitor and revise policies for employees.
3. To establish and review employees' salary pay scales for all categories of employees and be responsible for their administration and review.
4. To oversee the recruitment and appointment of employees.
5. To arrange execution of new employment contracts and changes to contracts.
6. To review and revise employment contracts in consultation with employees and in compliance with legislation and, as appropriate, to recommend any changes to the Parish Council.
7. To keep under review the Clerk's Job description and ensure it reflects the
8. requirements of the role.
9. To establish and review performance management (including annual appraisals) and employee training programmes.

10. To keep under review employee working conditions and Health and Safety matters.
11. To monitor and address regular or sustained employee absence.
12. To make recommendations on employee-related expenditure to the Parish Council.
13. Council.
14. To consider a grievance or disciplinary matter (and any appeal) in accordance with the Council's Disciplinary and Grievance Procedures.
15. To oversee the management of the Clerk.
16. To oversee any process leading to dismissal of employees (including redundancy).
17. To be aware of sources of expert advice on employment matters and to ensure that the Council uses such sources when there is any doubt about good employment practice.
18. The Committee is authorised to establish sub-committees and working groups as and when necessary to assist in its work.

Play Area Working Group

This Working Group was established by the Parish Council on 5th March 2024

Quorum: 3 councillors

Powers

1. The Working Group cannot make decisions on behalf of the Council: It acts as an advisory Group, providing recommendations on the Lower Recreation Ground play area.
2. It will appoint from within its membership a Chair and will operate under formal standing order procedures with regard to meetings and conduct. If the elected Chairman is absent, the group will nominate an alternative Chair for the meeting.
3. It will also comply with and have due regard to all relevant Council policies and guidance.

Purpose

The purpose of the Play Area Working Group is to explore and make recommendations on the options for the existing play equipment and the potential for new/alternative play equipment to be installed in the Lower Recreation Ground. In doing so, it must take into account the more frequent flood events which result in the play area being flooded and under water for short periods during the year.

Aims and objectives

The Working Group:

1. Will evaluate the existing equipment and surfacing and assess whether it can remain in place whilst taking account of the comments and guidance provided in the Council's play inspection reports.
2. Will consider new play equipment in terms of value for money, suitability for the designated area, and the level of estimated 'play value' achieved.
3. Will evaluate proposed surfacing options, suitability and value for money.
4. Can seek advice from play equipment advisers/suppliers but this must be in a way which is non-binding on the Council.
5. Will seek the views of the community by holding consultation/information events prior to making recommendations to the Council.

Membership

The Working Group may fill vacancies and add members as necessary to carry out the Group's purpose and objectives.

Village Fete Working Group

This Working Group was established by the Parish Council on 6th May 2025

Quorum: 2 councillors and 2 local representatives

To include representatives of local organisations and the business community.

There will be no limit to the Working Group's membership.

Powers

The Working Group cannot make decisions on behalf of the Council:

1. It will appoint from within its membership a Chair and will operate under formal standing order procedures with regard to meetings and conduct. It will also comply with and have due regard to all relevant Council policies and guidance. If the elected Chairman is absent, the group will nominate an alternative Chair for the meeting.
2. Any potential call on the resources of the Council relating to the decision making of this Group must be approved by the Council or be permitted under the Council's Financial Regulations.

Purpose

The purpose of the Working Group is to work with the community to deliver a successful Village Fete in June 2025 in the Council's Lower Recreation Ground.

Aims and objectives

1. To ensure that best practice is applied in all areas of health and safety management.
2. To ensure that the event is self-funding. The Council's RFO will keep accurate financial records of bookings, receipts and expenditure.
3. To ensure that all stallholders provide up-to-date and relevant insurance cover, risk assessments, licences and permits required for their stalls and equipment.
4. The Council's insurance policy will cover the event and the Clerk will work with the Group to prepare all necessary risk assessments. No activity or decision therefore should undermine or invalidate the Council's insurance.

Tis the Season Working Group

This Working Group was established by the Parish Council on 6th May 2025

Quorum: 2 councillors and 2 local representatives

To include representatives of local organisations and the business community.

There will be no limit to the Working Group's membership.

Powers

The Working Group cannot make decisions on behalf of the Council:

1. It will appoint from within its membership a Chair and will operate under formal standing order procedures with regard to meetings and conduct. It will also comply with and have due regard to all relevant Council policies and guidance. If the

elected Chairman is absent, the group will nominate an alternative Chair for the meeting.

2. Any potential call on the resources of the Council relating to the decision making of this Group must be approved by the Council or be permitted under the Council's Financial Regulations.

Purpose

The purpose of the Working Group is to deliver a successful Christmas Fair in Tisbury in 2025.

Aims and objectives

1. To ensure that best practice is applied in all areas of health and safety management.
2. To ensure that the event is self-funding. The Council's RFO will keep accurate financial records of bookings, receipts and expenditure.
3. To ensure that all stallholders provide up-to-date and relevant insurance cover, risk assessments, licences and permits required for their stalls and equipment.
4. The Council's insurance policy will cover the event and the Clerk will work with the Group to prepare all necessary risk assessments. No activity or decision therefore should undermine or invalidate the Council's insurance.
5. The Council will apply for the road closure