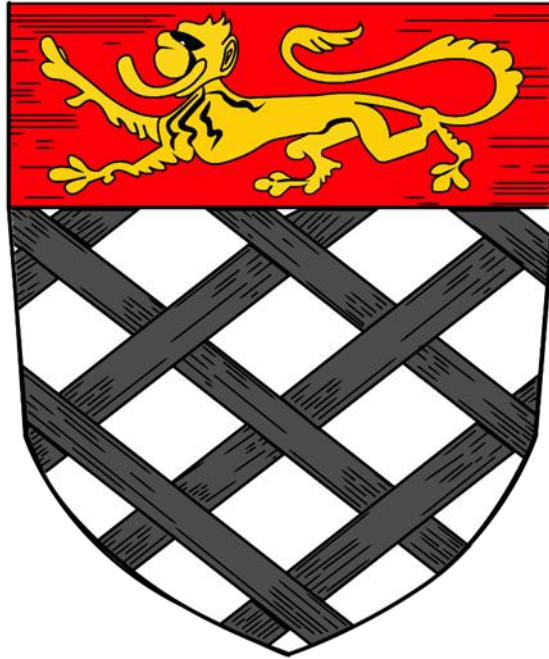


MEPPERSHALL PARISH COUNCIL



COMMITTEE TERMS OF REFERENCE

As re-adopted at a meeting of Meppershall Parish Council on 11th May 2026

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DOCUMENT CONTROL

Organisation	Meppershall Parish Council
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DOCUMENT AMENDMENT HISTORY

Revision No.	Originator of change	Date of change	Change Description
1.0	Creation	07/05/2026	Policy Created (replaces individual TORs)

1. INTRODUCTION

- 1.1. To ensure the most effective management of Parish Council business and time, some Parish Council business and issues are reviewed by Committees who either have decision making powers or make recommendations to the Council at formal Parish Council Meetings who make final decisions.
- 1.2. The Council reviews Committees and their membership at the Annual Meeting of the Parish Council, held each May.

2. OPERATION OF COMMITTEES (as per Standing Orders)

- 2.1. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- 2.2. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- 2.3. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- 2.4. The Council may appoint standing¹ committees or other committees as may be necessary, and:
 - 2.4.1. shall determine their terms of reference;
 - 2.4.2. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - 2.4.3. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - 2.4.4. shall, subject to standing orders 2.2 and 2.3 above, appoint and determine the terms of office of members of such a committee;
 - 2.4.5. may, subject to standing orders 2.2 and 2.3 above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
 - 2.4.6. shall, after it has appointed the members of a standing committee, appoint the Chairperson of the standing committee;
 - 2.4.7. shall permit a committee other than a standing committee, to appoint its own Chairperson at the first meeting of the committee;
 - 2.4.8. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - 2.4.9. shall determine if the public may participate at a meeting of a committee;

¹ A standing committee is a permanent, specialised committee appointed to handle ongoing oversight of specific governance areas such as planning, finance or personnel.

- 2.4.10. shall determine if the public and press are permitted to attend the meetings of a sub-committee and the advance public notice requirements, if any, required for the meetings of a sub-committee;
- 2.4.11. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- 2.4.12. may dissolve a committee.

3. TERMS OF REFERENCE – PERSONNEL COMMITTEE

3.1. Purpose and objective

- 3.1.1. The Personnel Committee is constituted to consider matters of employment that are not reserved for full council.

3.2. Areas of responsibility

- 3.2.1. To manage all areas of recruitment including all actions necessary to advertise, select and interview candidates to make an appointment within budgetary constraints.
- 3.2.2. To review, and update annually where necessary, all documents relating to employees including employment contracts and staff handbook. This will be conducted in conjunction with the Clerk and recommended to Full Council for a formal resolution to accept any changes.
- 3.2.3. To determine the pay scales and employer pension contributions of staff and recommended to Full Council for a formal resolution to accept any changes.
- 3.2.4. Line management of all staff (to include appraisals, meetings from time to time to discuss workload, and conditions to ensure the council is exercising a duty of care for its employee).
- 3.2.5. To consider and deal with staff grievance and disciplinary issues.
- 3.2.6. To be responsible for the development and training of staff to ensure that they have capacity to do their job.
- 3.2.7. To determine the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to full council.
- 3.2.8. To ensure the Health and Safety of staff employed by providing appropriate, tools and equipment and to train staff as necessary to safeguard their health and safety at work.
- 3.2.9. To undertake any other work authorised by full Council.

3.3. Membership

- 3.3.1. Membership shall consist of three members of the Full Council who will be elected to serve on the committee at the annual meeting of Council.
- 3.3.2. The quorum will be three members.
- 3.3.3. Where members of the committee cannot attend a meeting, any other councillor may be a substitute.
- 3.3.4. The committee shall appoint its chair annually as the first item of business at its first meeting following the Annual Meeting of the Council in May.
- 3.3.5. Where a complaint is made against a member of the Personnel Committee that member shall temporarily stand down, whilst the investigation takes place, and another Councillor be appointed.

3.4. Meetings

- 3.4.1. The Committee will follow the rules for convening its meetings as those applied to meetings of the Full Council.

- 3.4.2. Once properly convened and the appropriate resolution passed, all business of the committee shall be conducted in closed session and shall remain confidential, other than to other members of the Council should they have legitimate need to have access to this information and who will also respect the confidential nature of such information, and the representative of employees where appropriate.
- 3.4.3. The Committee will ratify its own minutes.
- 3.4.4. Meetings will take place as required but at least once annually to review staff conditions and pay scales.
- 3.4.5. The Clerk, the Chairman of the Committee, or any two members may call committee meetings as and when necessary.

3.5. Voting

- 3.5.1. Each member shall have a single vote, apart from the chair who will have, in addition, a casting vote.

3.6. Reporting

- 3.6.1. The Committee will be serviced by the Clerk.
- 3.6.2. Notes of meetings shall be presented to full Council in closed session, at the earliest opportunity, and formally approved at the next meeting of the Committee.
- 3.6.3. Recommendations from the Committee shall be included in the next available council agenda.

3.7. Review

- 3.7.1. These terms of reference are to be reviewed annually.

4. TERMS OF REFERENCE – NEIGHBOURHOOD PLAN STEERING GROUP

4.1. Purpose and objective

- 4.1.1. The primary function of this Neighbourhood Planning exercise is to identify formal solutions to the aspirations and challenges identified by the residents in the Village Plan 2017-2027 and the associated Vision for Meppershall.
- 4.1.2. Our ambition is to build upon this shared vision for the village and our approach to the development of the Neighbourhood Plan will be consultative and inclusive.
- 4.1.3. Meppershall Parish Council has agreed to produce a Neighbourhood Plan. To produce the Neighbourhood Plan they have established a Steering Group.

4.2. Membership of the Steering Group

- 4.2.1. The Steering Group will consist of up to 10 people including the Clerk.
- 4.2.2. Members will be agreed / nominated by the Parish Council but do not have to be members of the Parish Council.
- 4.2.3. The Steering Group may form sub-committees to undertake various work streams involved in producing the Neighbourhood Development Plan.

4.3. Roles and Responsibilities of the Steering Group

4.3.1. The Residents on the Steering Group will:

- a. Report to and liaise with the Parish Council, keeping them apprised of the progress of the plan and ensuring that they continually represent their views and concerns.
- b. Liaise in consultation with the Parish Council, with their community, promoting the plan, answering concerns and questions and contributing to any public consultation events.
- c. Work with the local authority to develop policies to inform the future development and use of land in the area.
- d. Identify and define the development boundaries applicable to the plan.
- e. Work together to draw up the Neighbourhood Plan and any revisions because of the on-going consultation process.
- f. Support the Parish Council through the examination process

4.3.2. The Central Bedfordshire Council Representatives on the Steering Group will

- a. Support the Steering Group throughout the process, providing professional planning advice and any relevant evidence to aid the development of the plan, ensuring that the Plan conforms to national and local policy and will be sound at examination and advising the Steering Group as necessary.
- b. Provide and carry out training to ensure all parties are equipped to make the relevant decisions around the plan making process.
- c. Work with the Steering Group and the local community to establish the future development needs of the area.
- d. Work with the Steering Group to develop policies to guide the future development and use of land in the area.
- e. Work with the Steering Group to ensure there is engagement and consultation with the local communities throughout the plan making process.

- f. Ensure that any other relevant statutory bodies or parties as necessary are involved in the plan making process.
- g. Arrange for the referendum of the plan.
- h. Arrange with agreement from the Group for the Examination of the Plan to be carried out.

4.3.3. All Members of the Steering Group will:

- a. Ensure that the probity of the group and the plan is open and transparent; all Members of the Steering Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.
- b. Ensure that there is no discrimination in the plan making process and that it is an inclusive open and transparent process to all groups in both the local communities and those wishing to undertake development or be involved in the process in both settlements.
- c. Members of the Group will work together for the benefit of our community. Treat other Members of the Group with respect and dignity, allowing Members to air their views without prejudice and interruption.

4.2 General Matters

- 4.2.1** The Terms of reference will be continually reviewed during the life of the project and annually by the Parish Council.
- 4.2.2** The Steering Group will regularly report its findings and progress to the Parish Council including the on-going budgetary implications associated with the project. Any allocation of funds to the project will have to be approved by the Steering Group, all baring the cost of the initial meeting.