Joint Playing Fields Committee

Terms of Reference

Committee Membership

1. The Committee shall consist of 4 members of the Parish Council, four members of the Barlaston Cricket Club and a representative from Stafford Borough Council.

Committee purpose

2. To meet bi-annually to discuss and monitor future plans, maintenance and club activities.

3. To carry out a full inspection of the land.

Members: Chairman: Cllr Fisher plus Cllrs Hurst, Borasinski & Pickering

Delegated Powers. To advise the Council. No delegated powers.

Planning Committee

Terms of Reference

Committee Membership

1. The Committee shall consist of 8 members of the Parish Council.

Committee Purpose

2 To meet as and when required to make representations to the Local Planning Authority on applications for planning permission.

3 Making representations in respect of appeals against the refusal of planning permission.

4 Making representations in respect of enforcement action or breaches of planning regulations.

5 Considering and monitoring any development plans relating to the town and making appropriate representations.

6 Making representations to the appropriate Planning Authority in respect of all other planning matters not referred to above.

The Chair of the Planning Committee and the Parish Clerk are authorised to review and respond on behalf of the Council to planning applications deemed non-contentious. All other applications will continue to be considered by the Planning Committee. (2025 min 471.2)

Members: Chairman: Cllr Fisher, plus Cllrs Tudor, Pickering, Philpott, Arnold, Borasinski, Jones & Dando.

Delegated Powers. To respond to consultation on planning and advise the Council on policy

Health & Safety Working Group

Terms of Reference

Membership

1. The Working Group shall consist of up to 4 members of the Parish Council. The Group may invite advisors or experts to contribute to its work, as appropriate.

Purpose

2. To undertake on-site inspections of Parish Council land and facilities to monitor compliance with health and safety standards.

3. To review and draft Health and Safety policy documents, including:
• Accident Book records
• Insurance documentation
• Play Equipment inspection documentation
• Electrical safety certificates
• Risk Assessments for Council-led activities
• Reporting procedures in line with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

4. To provide recommendations to the Council on health and safety matters and required actions.

Delegated Powers
The Working Group holds no delegated authority and acts in an advisory capacity. It will report findings and recommendations to the full Parish Council or relevant committee for decision.

Membership & Meeting Frequency
The Group shall meet at least twice a year and additionally as required. Chairman: Cllr Dando, plus Cllrs Borasinski & Jones

Finance Committee

Terms of Reference

Committee Membership

1. The Committee shall consist of 8 members of the Parish Council.

Committee Purpose

1. The Finance Committee will meet in November and advise the Council on the level of precept to be levied each year.

2. The Committee will also meet in July to review the budget and monitor financial performance.

Members: Chairman: Cllr Fisher, plus Cllrs Jones, Philpott, Arnold, Borasinski, Tudor & Dando. Vacancy.

Delegated Powers. To advise the Council on finance matters. No delegated powers.

Employment Working Group

Terms of Reference

Working Group Membership

1. The Working Group shall consist of 4 members of the Parish Council.

Working Group Purpose

2. To appraise the Clerk in February each year and prepare a summary report for the Council.
3. To review staffing requirements and advise the Council on recruitment where necessary.
4. To carry out shortlisting and interviews for any staff vacancies, and recommend preferred candidates to Full Council.
5. To draft or review job descriptions, contracts, and employment policies for consideration by the Council.
6. To make recommendations to the Council on salary scales and other terms and conditions of employment.

Members: Chairman: Cllrs Pickering, Dando & Philpott. Vacancy

Delegated Powers

The Employment Working Group holds no delegated decision-making powers. It acts in an advisory capacity to Full Council, which retains responsibility for all staffing decisions.

Play Park Working Group

Terms of Reference

Working Group Membership

1. The Working Group shall consist of 5 members of the Parish Council and will meet on an ad-hoc basis. The Working Group may invite representatives of community groups, residents, or professionals to attend meetings in an advisory capacity, as required.

Working Group Purpose

2. To oversee the development and improvement of the Meadow Road play park.
3. To coordinate and monitor public consultation regarding play park improvements.
4. To consider design options and costings for the play park project.
5. To liaise with relevant stakeholders, including local residents, suppliers, and funding bodies.
6. To prepare recommendations for consideration by the full Parish Council.
7. To ensure all proposals comply with health and safety regulations and relevant guidance.

Members: Chairman: Cllr Philpott, plus Cllrs Tudor, Dando & Hurst. Vacancy

Delegated Powers:

To act in an advisory capacity only. All decisions relating to expenditure, procurement, or final approval of works must be referred to the full Parish Council.

Biodiversity & Environment Working Group

Terms of Reference

Working Group Membership

1. The Working Group shall consist of up to 4 members of the Parish Council and will meet on an ad-hoc basis. The Group may invite residents, community groups, or professional advisers to attend in an advisory capacity where required.

Working Group Purpose

2. To support the Parish Council in fulfilling its biodiversity responsibilities and implementing the Council's Biodiversity Policy.
3. To identify and promote opportunities to protect and enhance biodiversity, wildlife habitats, open spaces, and the local environment within the parish.
4. To consider projects and initiatives relating to sustainability, tree planting, wildflower areas, conservation, and environmental improvement.
5. To liaise with residents, community groups, and relevant organisations where appropriate.
6. To prepare recommendations and reports for consideration by the full Parish Council.
7.

Members

Chairman: Cllr Fisher, plus Cllrs Jones, Hurst and Pickering.

Delegated Powers

To act in an advisory capacity only. All decisions relating to expenditure, procurement, policy adoption, or project approval must be referred to the full Parish Council.