REMIT OF COUNCIL, COMMITTEES & SUB-COMMITTEES

1. COUNCIL

The following matters shall be reserved for decision by the Council itself.

1.1 Agreeing and setting the Council's Budgets and the Precept.
1.2 Borrowing money.
1.3 Making, amending or revoking Standing Orders including Financial Regulations.
1.4 Making, amending or revoking Bye Laws.
1.5 Making of orders under any statutory powers.
1.6 Important matters of principle or policy which have been referred directly by committees or officers.
1.7 Prosecution or defence in a court of law.
1.8 The approval of a Lottery Scheme.
1.9 Nomination or appointment of representatives of the Council on another authority, organisation or body.
1.10 New undertakings.
1.11 Nominations or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those specific to a committee.
1.12 To appoint Council staff including the Proper Officer and Responsible Financial Officer of the Council.
1.13 Office services.
1.14 Personnel services and Central management, including Training.
1.15 Business Risk Assessment and Insurances.
1.16 Information technology.
1.17 Emergency Procedure and Disaster Plan for the Council.
1.18 To bring forward proposals for the ongoing development of these services.

As from May 2025 the functions of the Planning Committee to be carried out by the full council as follows.
The Planning Committee may be re-instated at a future date if required.

1.19 Make observations, to the Planning Authorities on all planning applications received.
1.20 Liaise with the Planning Authorities with regard to possible infringements of planning regulations.
1.21 Respond to consultations on strategic Spatial and Economic Strategies, the Local Development Framework, County Minerals and Waste Plan, Local Transport Plan and other elements of the Local Development Framework.
1.22 The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
1.23 The Committee is empowered to incur expenditure where it has an allocated budget provision.
1.24 Liaising with the Highway Authorities on all matters relating to the highway, including reporting of potholes, signage faults, dropped kerbs, footway repairs and other maintenance issues.
1.25 Promotion of additional highway safety measures such as traffic calming and speed limits.
1.26 Liaison with Gloucestershire County Council and Natural England and other relevant bodies with regard to public rights of way, National Trails, Access Land and Coastal Access proposals.

2. COMMITTEES AND SUB-COMMITTEES

Subject to further provisions of these Powers and Duties, Committees shall be empowered to exercise and perform on behalf of and in the name of and without further reference to the Council, all powers and duties of the Council in relation to:-

2.1 The matters specified, for Committees in their respective powers and duties, or for Sub-Committees, in their respective minute of appointment or other minute defining their powers.
2.2 Those matters which naturally fall within their jurisdiction as indicated by their respective titles and which are not contained in the duties and powers of any other Committee nor reserved for the Council.
2.3 Any other matter which may be delegated to it by the Council from time to time.
2.4 The acts of Committees and Sub-Committees shall be in accordance with the Standing Orders (including the Financial Regulations) and where applicable other rules, regulations, schemes, statutes, Byelaws or orders made and with any directions given by the Council from time to time.
2.5 Whilst not exhaustive, the attached Schedules give examples of the matters delegated to the Committees of the Council, in accordance with the above.

3. REMIT OF THE AMENITIES COMMITTEE

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

3.1 The care and maintenance of lands owned by, or the responsibility of, the Parish Council.

3.2 Grass cutting on lands owned by the Parish Council, or the responsibility of the Parish Council, plus the Tidenham Recreation Ground.
3.3 Litter collection, in specified areas. Litter collection on certain other specified lands such as the Sedbury & Beachley Village Hall land and the provision of litter bins.
3.4 The provision of dog litter bins and service to maintain and empty them.
3.5 The provision of allotments off Buttington Road recreation ground in conjunction with the Sedbury and District Leisure Gardeners Association.
3.6 The provision of children's play equipment at Tidenham Recreation Ground, Woodcroft play area, Wyebank/Buttington Play Area and Danes Hill.
3.7 The provision and maintenance of the skate park and football pitch at Buttington recreation ground.
3.8 The provision and maintenance of the adult exercise equipment at Wyebank Road.
3.9 The maintenance of the closed churchyards at Beachley, Tidenham and Tutshill.
3.10 To bring forward proposals for the ongoing development of these services.
3.11 The provision and maintenance of public seating and bus shelters, including those on the highway.
3.12 The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
3.13 The Committee is empowered to incur expenditure where it has allocated budget provision.
3.14 The maintenance of trees on the public highway provided by the council and liaison with other providers regarding their maintenance.

4. Section 4 Void.

5. REMIT OF THE FINANCE AND PROBITY COMMITTEE

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

5.1 Financial management including the collation of committee budgets and recommendations to the Council regarding budgets and precept.
5.2 Legal Services.
5.3 Financial procedures, including Internal and External Audit.
5.4 Distribution of the Council's Grants and help to groups with external grant applications
5.5 The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
5.6 The Committee is empowered to incur expenditure where it has allocated budget provision.

6. OTHER ACTIVITES IN TRUST TO THE COUNCIL

6.1 THE MOPLA COTTAGES COMMITTEE

The Mopla Cottages are a charity in the trust of the Council and run as though a committee of the Council, although the funds are managed separately from those of the Council. The remit of the committee is to maintain the cottages and secure income from lettings which is made available for the benefit of the parish through the distribution of grants.

6.2 SEDBURY AND BEACHLEY VILLAGE HALL COMMITTEE

The Sedbury and Beachley Village Hall is a charity in the trust of the Council and is run as a committee of the Council, although the funds are managed separately from those of the Council.
As a charity, in a similar way to the Mopla Cottages Charity, it must operate within the requirements of the Charities Act.
Tidenham Parish Council is the sole Trustee for the Sedbury and Beachley Village Hall Charity.
Councillors for the Committee will be appointed at the Annual Meeting of the Council in May each year.
Tidenham Parish Council is responsible for the land and buildings, including structure.
Responsibilities (working within the Parish Council Financial Regulations and Standing Orders and requirements of the Charities Act) include:
The ongoing general maintenance of the Village Hall and reporting to the full Parish Council any structural issues that need to be addressed.
The preparation and monitoring of accounts.
Ensuring that as far as possible, the Village Hall offers value for money to the residents of Tidenham. This includes setting of rent levels, club subscriptions and hire costs and local fundraising e.g. fetes.
Propose members of the Management Team (the Team) to be appointed at the Annual Council Meeting and allocates an annual budget to the Team.
Meet all relevant health and safety requirements including those for visitors, hirers and council staff.
Ensuring any capital projects are identified, recommended to the full Parish Council and, if approved, supervised to ensure proper and prompt delivery.
Hold regular meetings (every quarter as required).

Provide an annual report to the members of the public at the Annual Parish Meeting.
Liaising with the Sedbury and Beachley Village Hall Management Team on the day to day running of the hall.

6.3 TIDENHAM WAR MEMORIAL HALL AND RECREATION GROUND MANGEMENT COMMITTEE (TWMH&RT)

The Council acts as Custodian Trustee for the Tidenham War Memorial Hall and the Recreation Ground – both at Tutshill. The Trust is managed by a Management Committee which includes three members appointed by the council. The Trust also includes the flat adjacent to the Hall. The lower field – Shirley's Grove (currently used mainly by people exercising their dogs) is also a part of this Trust.

Reviewed and adopted May 2015 (Minute page 1 item 6 May 2015).
Re-adopted unchanged May 2016 (Minute page 1 item 5 May 2016).
Reviewed, amended to show correct address of allotments (3.5) and add adult exercise equipment at Wyebank Rd (3.8), and re-adopted May 2017 (Minute page 1 item 5 May 2017).
Reviewed and re-adopted May 2018 (Minute 2018/2019 page 1 item 5 May 2018).
Reviewed and re-adopted May 2019 (Minute 2019/2020 page 1 item 6 May 2019).
Reviewed and re-adopted May 2021 with amendments to show Staffing Matters under remit of Full Council (Minute 2021/2022 page 1 item 6 - May 2021).
Reviewed and re-adopted May 2022 (Minute page 2 item 6 May 2022).
Reviewed and re-adopted May 23 (subject to removal of 'Development Control' from the Planning Committee title) (Minute page 1 May 2023 item 6 b))
Reviewed and re-adopted May 24 (Minute page 1 May 2024 item 7)
Reviewed and re-adopted January 2025 (Minute page 26 item 15) – Paragraph 6.2 Sedbury and Beachley Village Hall Committee added.
Reviewed and re-adopted October 2025 (Minute page 21 item 17) removal of Planning and Highways Committee.
Reviewed and re-adopted May 2026 (Minute page 1 item 6b))