



# COLNEY HEATH PARISH COUNCIL

Highfield Park Office  
Hill End Lane  
St Albans  
Hertfordshire AL4 0RA

Colney Heath Village Office  
83 High Street  
Colney Heath  
Hertfordshire AL4 0NS

Tel: 01727 825314 Email: [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)

## APM 05/05/21 Item 8

### CHPC Committees 2021/22

NAME OF MEETING	Frequency	Remit	Members and Quorum	Members
<b>COUNCIL</b>	Monthly	Full powers of Parish Council	<b>3/9</b>	<b>All</b>
<b>FINANCE &amp; GOVERNANCE</b>	3 meetings a year	Recommend annually to Council, the Precept and budgets, and to monitor expenditure, to deal with policy issues as necessary.	<b>3/4</b>	
<b>HUMAN RESOURCES</b>	3 meetings a year	To discuss staffing matters, all action to subsequently be ratified by Council.	<b>2/3</b>	
<b>PLANNING</b>	Approx. 3 weekly as necessary	To deal with consultations and representations in relation to Planning Applications.	<b>3/9</b>	
<b>ENVIRONMENT</b>	4 meetings a year	To deal with environmental issues and maintenance on parish assets and locations	<b>3/4</b>	

1. All above to report to Council.
2. All meetings are called by order of the Clerk: scheduled meetings may similarly be cancelled by the Clerk where there is insufficient business to warrant a meeting.
3. It is noted that there are two vacancies and that Councillors who join in year may like to join some of these Committees – the membership numbers can be adjusted accordingly.



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## **Links to current Terms of reference**

*Councillors are asked to review the current terms of reference for each Committee as these will need to be agreed*

### **Finance & Governance Committee Terms of Reference**

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2020/08/Terms-of-reference-Finance-Governance-Committee-2020.pdf>

### **HR Committee Terms of Reference**

[https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2020/08/21\\_Terms-of-Reference-HR-Committee-2020.pdf](https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2020/08/21_Terms-of-Reference-HR-Committee-2020.pdf)

### **Planning Committee Terms of Reference**

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2020/09/Planning-Committee-Terms-of-Reference-.pdf>

### **Environment Committee Terms of Reference**

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2020/08/Environment-Committee-Terms-of-Reference-2020-21.pdf>