

## **Aldbury PC Working Groups Membership and Terms of Reference - 2024**

### **1. Finance Working Group**

This role provides a point of contact and liaison for the Clerk and Council

- This role enables there to be a Councillor who is a 'specialist' in this area
- This is an advisory role with no delegated powers of responsibility or decision making
- A Cllr acting in this role must not act individually on behalf of APC
- All decisions must be brought to the full council for discussion and decision making
- There is no delegated budget allowance for this role

**Membership:** Cllr Webb, Cllr Warren, Cllr de la Bedoyere, Gosia Turczyn/ RFO

**Meetings (in person or remote):** Quarterly to ensure and check that APC complies with the requirements of Governance and Accountability for Smaller Authorities in England

**Terms of Reference:**

- 1) Review and monitor the internal controls
- 2) Verify invoices and payments
- 3) Verify income and invoices issued by APC
- 4) Review bank reconciliations
- 5) Review budget expenditure and income against actuals
- 6) Prepare draft budget (preliminary discussion September)
- 7) Review GDPR requirements

**Formal written report to Council: Monthly by RFO (pre meeting documents under agenda item: FINANCE and INTERNAL CONTROLS – GOVERNANCE, POLICIES AND PROCEDURES)**

### **2. Aldbury Sports Club liaison (working group)**

**Membership:** Cllr Webb, Cllr de la Bedoyere, Cllr Houghton

**Meetings (in person or remote):** When required

**Terms of Reference:**

- 1) To liaise with the Aldbury Sports Club on matters relating to the Recreation Ground hire
- 2) To review the current relationship between the APC and ASC
- 3) To set out a proposal for continuing the relationship between the APC and ASC which is to include benefits to the community
- 4) To review the current hire and grass cutting fee of the Recreation Ground

**Formal written report to Council:** When required, to be added to the agenda for full council to discuss and approve any proposals/agreements.

**There is no delegated budget allowance for this group.**

**3. Ashridge Estate Committee – Representative for Aldbury Parish**

The constitution states that the representative has to be appointed by the Parish Council but does not have to be a member of the Council.

**Member:** Graham Juniper who will liaise via clerk. APC member - Cllr White.

**4. IT Support – Cllr de la Bedoyere, Cllr White**

**5. Planning – geographical responsibility**

a) Tring Station – Cllr McCarthy and Ray Warren

b) Stocks Rd – Cllr White

c) Aldbury Village Green and Station Rd – available (vacancy)

d) Stonecroft – Cllr Paterson

e) Toms Hill, Toms Hill Close and Beechwood Drive – Cllr de la Bedoyere

f) Trooper Rd and Newground Rd – Cllr Webb

g) Malting Lane – Sallyann Houghton

**6. Aldbury Allotments – Cllr Paterson and the clerk – general administration**

**7. Footpaths and Highways – Cllr White, Cllr Webb and Cllr de la Bedoyere**

**8. Tring Station Playground – Cllr Warren**

**9. Tennis Court – Clerk**