

Greatham Parish Council

Parish Council Meeting

Wednesday 8th July 2020 at 8pm

To join the meeting please use this address: <https://us02web.zoom.us/j/82078175163>

Or by telephone: 0203 481 5237 United Kingdom Meeting ID: 820 7817 5163

Dear Councillor,

You are hereby summoned to a meeting of Greatham Parish Council for the transaction of business set out below. This meeting is being held remotely using the Zoom video conferencing platform.

J Ives

Jane Ives, Clerk to the Council

2nd July 2020

AGENDA

1. **Chair's Announcements**
2. **Apologies for Absence** – To note any apologies received from Councillors
3. **Declarations of Interest**

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter
4. **Approval of Minutes:** To approve minutes from the Parish Council meeting held on 10th June
5. **Update on actions arising from Minutes of the Parish Council Meeting held as above**
6. **Report from District Councillors:** Report from Cllr Adam Carew/Cllr Phillip Davies
7. **Report from County Councillor:** To note a report from Cllr Russell Oppenheimer
8. **Report from Planning Chair and background to planning application**
9. **Public Question Time:** Adjournment of the meeting for 15 minutes to allow the public to raise questions
10. **Planning Application:** To consider and agree a response to the following application:
SDNP/20/02282/HOUS Darley, 1 Longmoor Road, Greatham GU33 6AE **Comments by 09/07/20**
Relocation of an existing garden storage shed to an existing concrete hardstand forward to the front façade of the main dwelling.
11. **Parish Council Finances/Administration:**
 - a) **Financial Report:** To note the current report
 - b) **Payment Schedule:** To approve current payments
 - c) **Quarterly Reconciliation:** To note quarter 1 receipts and payments summary
 - d) **Internal Auditor 2020/21:** To appoint an internal auditor for this financial year
12. **Mobile Phone:** To consider & agree costs of a mobile phone for the Parish Council
13. **Playground Re-opening:**
 - a) To consider government guidance regarding re-opening of playgrounds and decide whether to re-open the playground at the Village Hall with Covid-19 safety measures in place
 - b) To approve costs associated with signage and any other measures required to enable the playground to be re-opened safely

14. Tree works on Council owned trees:

- a) To consider quotes and approve a contractor to carry out tree works in accordance with the recent tree surveys.
- b) To agree to fund balance of tree works from general reserves

15. Standing Orders: To consider and agree amendments to Standing Orders/Terms of Reference for Old Church working party and to adopt the amended version

16. Clerk's Annual Review: To consider & agree the Clerk's annual salary review and associated terms of employment

17. To note reports from representatives of Organisations, Outside Bodies, Working Parties, Leads & Groups

18. Items for next agenda

19. Date of next meeting: Wednesday 9th September 2020, 8pm. Planning Committee Meeting, Monday 27th July 2020, 8pm (subject to planning applications being received).

Appendix 1: County Councillor's Report

1. HWRCs

Early in June it became necessary to implement a booking system at HWRCs due to problems with queueing. The queues were disrupting local businesses at a time when many were trying to reopen. This was an unacceptable situation.

The booking system successfully reduced the queues but has had teething problems. I am aware that many residents have been frustrated that they cannot always book when they want to, with slots only released 48 hours in advance. I have been passing on all feedback I have received, which has been taken on board.

I am pleased to report that HCC is poised to increase the number of slots each day to 5,000 in total across Hampshire's network of 24 sites. This will be done by allowing more people to book in during each half hour slot. We are also increasing advance booking slot availability to allow people to book up to seven days in advance. These changes take effect next week.

We would continue to urge people to think about how they might waste less such as by composting food and garden waste, or upcycling or donating unwanted items.

Bookings for HWRCs can be made online at: www.hants.gov.uk/wasteandrecycling/recyclingcentres/book-appointment

2. Children's social care

I wanted to make Parishes aware of recent pressures on children's social care services which have the potential to impact communities, schools and the Council.

Throughout the Covid-19 pandemic, Children's Services has continued to support children, young people and their families. The service has responded to all contacts about vulnerable or at-risk children, through the 'front door' (the Multi Agency Safeguarding Hub and the Out of Hours Service). During the first few weeks of lockdown the number of referrals was lower, but by May referrals were back to normal levels for the time of the year. In June, there has been a significant rise over and above what would normally be expected, and there is no evidence yet to suggest this is reducing. Between 1-8 June, there was an increase in referrals of around 30%.

For the 14 months prior to lockdown there had been a slow but sustained reduction in the numbers of looked after children, due to Children's Services' well-regarded transformation programme. However, the number of children in care has increased since April. This is primarily due to the lockdown measures which have been in place and the pressure that this has placed upon vulnerable families. Children's Services reasonably expects the number of children in care to increase as more return to school and nursery and become more visible to professionals. The complexity and severity of the cases has increased significantly in the last two months – and it is anticipated that more children will require urgent help and protection and to need to come into care for their own protection.

3. Hampshire Highways uses lockdown to ramp up repairs

The Hampshire Highways teams have used the time well over the past three months, carrying out maintenance work across the county, and changing schedules so that planned work near schools and businesses was completed when there was less traffic on the roads, thereby keeping disruption to a minimum. Our teams have also been working closely with utility companies to reschedule works that could otherwise have caused significant disruption during busier times.

Between March and May 2020, Hampshire Highways completed:

- 17,000 defect repairs
- The clearance of 55,000 gullies, catch-pits, weir kerbs and grips
- 280,000 sqm of surface treatment
- Repainting 232,000 metres of lines
- Cleaning 30,000 signs

As well as highways maintenance, highways teams have been supporting Hampshire through Covid-19 in a number of ways, including helping set up a warehouse used for the distribution of PPE and other essential equipment. Once we started to move into the stabilisation phase of recovery, after the initial lockdown, Highways teams have been helping manage the traffic demand at HWRC sites and also installing ‘pop-up’ measures for sharing road space, allowing people to safely carry on with the walking and cycling habits they had developed over the past three months.

4. Lockdown restrictions to ease for libraries

As the lockdown eases we will be putting in place the necessary measures at libraries to ensure staff and public safety – similar to those in shops now. All libraries will be Covid-secure, with hand sanitiser available and distancing measures in place. We would ask people to use the self-service kiosks as far as possible and expect to wait sometimes, as there will be reduced capacity in the buildings due to social distancing.

Changes in Hampshire libraries from 6 July include:

Ready Reads: We Select You Collect

Library staff will handpick a selection of books for customers who complete an online form or call 01962 454747. These can be collected without queuing.

Book Lending and Short Visits

To reduce wait times and allow as many people as possible to visit our libraries, people are asked to limit their visits to a maximum of 30 minutes and to keep browsing to an absolute minimum. Reserved items can also be collected at this time. Newspapers and magazines won’t be available for the time being.

Self-service including new library app

Customers are asked to use self-service machines to borrow or return items where possible or download the new Spydus Mobile app to check out books by mobile phone.

Finally it is worth mentioning that we have seen an enormous increase in our digital services during lockdown, which is a small positive. As I have reported previously, the BorrowBox app contains books and audiobooks available for free to all Hampshire Library card holders.

5. South Downs Chairman Margaret Paren stands down after 10 years

Many Parishes will be aware that Margaret Paren led the successful campaign to establish the South Downs National Park, and subsequently has led the National Park Authority as Chairman since its formation in 2011. Margaret has now come to the end of her term as a Secretary of State Member and stood down yesterday during an emotional Zoom call with all Staff and Members. Margaret has been thanked for her outstanding service and achievements and was presented with a glass display ornament representing the curves and colours of the South Downs.

The National Park Authority will formally elect its new Chairman Ian Philips at a meeting on 7 July.

Appendix 2: Planning Application Tracker as at 02/07/20

Reference	Address	Proposal	Consultation Expiry Date	Determination Date	GPC Comments	Decision
SDNP/20/01023/HOUS	Lindisfarne, Longmoor Rd, Greatham GU33 6AG	Single storey rear extension following demolition of existing conservatory	13/04/20	08/05/20	No objection	Approved
SDNP/20/01507/HOUS	Bower Cottage, Longmoor Rd, Greatham GU33 6AQ	New vehicular access, widen pedestrian kerb and single storey side extension	15/05/20	11/06/20	No objection	Approved
SDNP/19/05338/HOUS	2 Bridge Cottages, Farnham Rd Liss GU33 6LA	Single storey rear extension & replacement garage	25/02/20	02/03/20	No objection	Approved
SDNP/19/05998/HOUS	1 The Mount, Petersfield Rd, Greatham GU33 6AU	Extension of existing detached double garage and new pitched roof to existing section of garage	21/01/20	10/02/20	No objection	Withdrawn
SDNP/19/05738/FUL	5 Bakers Field, Greatham GU33 6EX	Replacement dwelling following demolition of existing dwelling	20/01/20	13/02/20	Objection	Approved
SDNP/19/05466/FUL	1 Hill View, Petersfield Rd, Greatham, GU33 6EY	Demolition of single storey extension & build a detached dwelling	19/12/19	15/01/20	Objection	
SDNP/19/05505/HOUS	44 Sherwood Close, Liss, GU33 7BT	Single storey front & rear extension	19/12/19	14/01/20	No comments	Approved
SDNP/19/05132/HOUS	3 Bridge Cottages, Farnham Rd Liss GU33 6LA	Reconstruction of front porch following impact damage	19/12/19	14/01/20	No objection	Approved
SDNP/19/05129/FUL	Copse House, Church Lane, Greatham GU33 6HB	Replacement dwelling	03/12/19	30/12/19	No objection	Approved
SDNP/19/05310/FUL	18 & 20 Wolfmere Lane, Greatham, GU33 6AL	Retrospective application for change of use of land to residential gardens	04/12/19	04/12/19	No objection	Approved

SDNP/19/05464/TPO	Greatham Primary School, Petersfield Rd, Greatham GU33 6HA	Various tree works	13/12/19	10/01/20	No objection	Approved
SDNP/19/03287/FUL	Darley, 1 Longmoor Road, Greatham GU33 6AE	Pair of semi detached dwellings	30/08/19	27/09/19	Objection	Withdrawn
SDNP/19/02897/FUL	West Fork, Farnham Road, Liss GU33 6LA	Change of use to caravan storage	02/08/19	29/08/19	No objection.	Refused
SDNP/19/02450/FUL	West Fork, Farnham Road, Liss GU33 6LA	Change of use of land to a caravan site & provision of 16 mobile holiday lodges	11/07/19	01/08/19	No objection	Refused
SDNP/19/02237/FUL	Fern Farm, Longmoor Road, Greatham GU33 6AW	Erection of four mobile home pitches, utility/day room building, replacement stables and associated hardstanding, following demolition of the existing buildings.	19/07/19	14/08/19	No objection	Approved
SDNP/19/01984/FUL	Longmoor Training Camp, French Road, Longmoor GU33 6EL	Change of Use of Existing Buildings from Military Storage depot to a flexible use comprising Film Studios/Storage and Distribution and offices with associated car parking and landscaping	04/07/19	08/08/19	Supports	
SDNP/18/06111/FUL	Liss Forest Nursery, Petersfield Road, Greatham GU33 6HA	Development of 46 dwellings (including affordable homes) and a shop, alterations to existing access onto Petersfield Road, hard and soft landscaping, drainage and all other associated development works	28/02/19	21/03/19	Objection	

Appendix 3: Financial Report 30th June 2020

The financial records as at 30th June 2020 are as follows:

Receipts 1st June 2020 – 30th June 2020

SDNPA S106 funds	£5,052.00
Bank interest	£ 24.95

Bank Transfers

None

Balances as at 30th June 2020

Current Account	£12,830.10
Deposit Account	£25,044.68

Total at bank **£37,874.78**

Earmarked Funds held

CIL fund	£ 8,140.00
Community Engagement	£ 500.00
NDP	£ 1,000.00
Election costs	£ 500.00
Tree works	£ 1,600.00
S106 project	£ 4,802.00

Total Earmarked Funds **£16,542.00**

Appendix 4: Payment Schedule

Invoice Date	Payee	Description	Net Total	VAT	Total
		PAYMENTS MADE			
26/06/20	Clerk	Salary June 2020	£792.92	£0.00	£792.92
26/06/20	HMRC	Tax/NI liability mth 3	£6.34	£0.00	£6.34
		PAYMENTS TO BE MADE			
02/07/20	St John the Baptist Church	Grant 2020/21	£500.00	£0.00	£500.00
		TOTALS	£1,299.26	£0.00	£1,299.26

Signed by Chair of Meeting:

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Date:

Appendix 5: Quarterly Reconciliation: April-June 2020

GREATHAM PARISH COUNCIL					
SUMMARY RECEIPTS & PAYMENT ACCOUNT					
1st QUARTER ENDED 30 JUNE 2020					
Annual Budget	Actuals YTD	RECEIPTS	Figures shown exclusive of VAT		
			£	£	
			Q1 Receipts		
19640	9820	Precept	9,820.00		
0	5052	S106	5,052.00		
0	0	CIL	-		
0	25	Grants	24.95		
30	0	Bank Interest	-		
0	0	VAT repayment	-		
0	300	Old Church income	300.00		
19670	15197				
		TOTAL RECEIPTS			15,196.95
		PAYMENTS	Q1 Payments		
10,635	2353	Net salaries (April-June 2020)	2,352.78		
180	45	Allowances	45.00		
200	45	Travel costs	45.27		
150	0	Training staff	-		
200	0	Training councillors	-		
400	0	Printing	-		
400	99	Stamps & Stationery	99.38		
75	0	Publications	-		
300	8	Room Hire	8.25		
655	738	IT/email/website	738.04		
350	0	Repairs & maintenance	-		
120	0	Equipment purchase	-		
350	0	SLR Deployment	-		
1,500	650	Grant allocation	650.00		
450	523	Subscriptions SLCC/HALC	522.59		
400	200	Audit fees	200.00		
650	604	Insurance	603.95		
720	0	Grass cutting	-		
200	0	Maintenance outside spaces (lengthsman/p:	-		
80	0	Playground inspection	-		
500	0	Playground maintenance	-		
1,150	0	Old Church expenditure	-		
-	148	VAT on payments	147.62		
-	18	Bank charges	18.00		
8,140	0	EMR CIL projects	-		
1,600	280	EMR Trees	280.00		
500	0	EMR Community Engagement	-		
500	0	EMR Election costs	-		
1,000	0	EMR NDP	-		
5,052	250	EMR S106	250.00		
31,405	5711				
		TOTAL PAYMENTS			5,960.88
		BALANCE BROUGHT FORWARD on 01/04/2020			28,638.71
		ADD Total Receipts (as above)			15,196.95
		LESS Total payments (as above)			5,960.88
		Balance Carried forward 30/06/2020			37,874.78
These cumulative funds are represented by:					
		Current Account Balance	12,830.10		
		Less: Cheques drawn but not debited as at 30.06.20	-		
		Deposit Account Balance	25,044.68		
					37,874.78

Appendix 6: Internal Auditor

The Council contracted Lightatouch to carry out our internal audit for 2019/20. This was completed remotely due to the Covid-19 outbreak and the auditor did an outstanding job of keeping us informed about changes to legislation and changes to how the audit would be carried out.

I would recommend that the Council re-appoints the same auditor for this financial year.

Scope of Work

The following will normally be included in the standard internal audit:

- appropriate accounting records have been kept properly throughout the year
- a test check of expenditure vouchers to the financial ledger
- a review of the Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations
- a review of risk assessment procedures
- a review of insurance cover arrangements
- a test check on budget information
- a review of the Council's reserve policy
- a test check of income recorded on bank paying in books, credits to financial ledger and source documentation
- a test check on petty cash vouchers and approval (if appropriate)
- a review of staffing and payroll documentation
- a review of the asset and investment registers
- test check on the periodic and year end reconciliation of bank account and investments
- a review of accounting statements prepared during the year
- a review of the Council's compliance with the Transparency Code
- a review of the year end information to be submitted to the external auditor.

Site visits by arrangement.

Matters arising and recommendations will be discussed with the Parish Clerk/Responsible Finance Officer and a written report will be issued each internal audit visit.

STANDARD INTERNAL AUDIT FEE: £225 based on a one year-end review

Included in the quoted fee above is an advice service on standard financial matters throughout the year.

Jane Ives, Clerk, 02/07/2020

Appendix 7: Mobile phone for Parish Council

Since the Clerk was appointed in 2017, all phone calls have been made to the Clerk's personal mobile phone number and landline. All costs for telephone calls have been covered by the Clerk and not been charged to the Council.

Using a personal mobile phone means that during annual leave periods calls still need to be answered by the Clerk and messages forwarded to the relevant councillor to deal with. By purchasing a phone for the Parish Council any councillor can be given the telephone during holiday periods and calls can be answered and dealt with straight away.

As the Clerk is currently contracted for 12 hours per week only, having a separate work mobile phone will mean that weekends/evenings will also not be disturbed.

Examples of current deals with EE

EE Pay Monthly: Samsung Galaxy A21S, unlimited minutes and texts, 1GB data, £21 per month (no cost for phone)
Annual cost: £252.00

EE Pay as You Go: Samsung Galaxy A10, unlimited minutes and texts, 20GB data, phone cost £119.99, £15 pack cost, £10 per month. Annual cost 1st year: £254.99. (£120 per year thereafter)

Appendix 8: Re-opening of Playground at the Village Hall

The playground at the Village Hall has been closed since March due to the Covid-19 lockdown.

The government have announced that playgrounds can be reopened from 4th July, however there are a whole raft of measures we have to put in place in order to do this, or we can simply decide to keep it closed.

The full guidance can be found here <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms> but in summary the following applies:

- There is a legal responsibility to carry out the measures needed to reopen the playground and the council would be subject to fines if we don't comply, including ensuring appropriate action is taken to ensure social distancing
- We must carry out a risk assessment prior to opening to ensure the equipment is safe to use and free of damage before opening
- The guidance includes the following proposed measures to be implemented:
 - if an enclosed area, we should identify an advisory limit on the maximum number of users able to use the playground at any one time and use signs to communicate this
 - limiting the number of users able to use a particular piece of equipment to minimise the transmission risk of COVID-19. Potential measures include:
 - signs to communicate maximum number of users at one time
 - request those using the play area to only have 1 family member accompanying a child
 - limiting the available number of seats on equipment or numbers of swings available to promote social distancing, including for parents, carers or guardians who might push children on swings for example
 - setting a time limit and using signs to communicate this to users, parents, guardians or carers
 - using adjacent space for queues or waiting areas for users, parents, guardians and carers using barriers, markings or signs where it is safe to do so. When implementing a queue or waiting area, consideration must be taken of its impact on the surrounding space and ensure it does not impede other users or pedestrians, particularly considering those with visual or hearing impairments, mobility problems and invisible disabilities
- Owners and operators are advised to manage any potential risk, cleaning high traffic touch points frequently. This could include cleaning regimes for:
 - playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames
 - semi enclosed playhouses or huts for small children
 - enclosed crawl through 'tunnels' or tube slides
 - exercise bars and machine handles on outdoor gym equipment
 - entry and exit points such as gates
 - seating areas such as benches and picnic tables
 - refuse areas/binsOwners and operators should encourage effective sanitation by users, parents, guardians and carers.
- Consideration should be given to using signs and posters:
 - to promote cleaning of equipment by users, parents, guardians and carers, particularly where there are clear touch points such as swing rockers, see saws, machine handles or exercise bars
 - encouraging outdoor gym users to bring their own towel and hygiene products and wipe down equipment after use
 - encouraging parents to bring hand sanitiser gel or wipes to clean their children's hands
 - to encourage hand hygiene with including washing/sanitising hands more often than usual, for 20 seconds using soap and water or approved gel and foam sanitiser, particularly at the beginning and end of play
 - to advise users (or parents of users) not to touch their faces, and to cough or sneeze into a tissue or arm when a tissue is not available
 - to remind adults and children not to put their mouths on equipment or their hands in their mouths
 - to promote and remind users, parents, guardians and carers of the need for social distancing

- when communicating safety messages owners/operators should ensure they are able to reach those with hearing or vision impairments. Consideration should also be given on how to assist those with disabilities with complying with the changes
- providing more waste facilities and more frequent rubbish collection
- where practicable, providing hand sanitiser (automated where possible) or hand washing facilities at the entry and exit points, in addition to public toilets/washrooms
- using disposable paper towels in handwashing facilities where possible

Action taken

A risk assessment has been carried out and we can safely open the playground with notices placed at entry/exit points and near to/on the separate pieces of equipment advising users how many people can access the equipment at any one time.

The government advice is that we should clean the playground if it is practicable to do so. However, given the amount of use the playground gets, the cost of cleaning, the reliability of cleaning and the time needed to clean the equipment regularly, this is not practicable for the Council to undertake.

We can give parents/carers the responsibility for their children by putting up the relevant signage to make sure they comply with social distancing, hand washing, hand sanitising and using the equipment to comply with the maximum numbers we will stipulate.

I have been working closely with local clerks on how to approach the challenges of opening our playgrounds safely and the above approach is fairly standard and EHDC are also doing the same in their playgrounds.

Playground checks

I would additionally request that councillors check the playground on a regular basis when they are passing to ensure that the number of users is not above the maximum we have stipulated.

I will also carry out weekly checks on signage to make sure it is in place. If the playground is not used correctly, or if government advice changes, then we may need to close the playground again.

Actions to take prior to re-opening

Arrange for Petersfield TC to cut grass

Check insurance cover

Remove swings (if agreed)

Print required signs and erect noticeboards

Jane Ives, Clerk, 02/07/20

Appendix 9: Standing Orders & Terms of Reference for Old Church Working Group

There are no suggested changes to current Standing Orders and the recommendation is to re-adopt the current version.

However, the Terms of Reference for the Old Church Working Group was a deferred item from last month's agenda and has been worked on during the month by the Policies Working Group in consultation with members of the Old Church Working Group. The final recommended version is as follows:

Old Church Working Group

Terms of Reference

1. The Working Group will consist of members of the public appointed by the Parish Council (pursuant to s.102(4) of the Local Government Act 1972).
2. Membership is to be determined by the parent body at its Annual meeting or at a normal full Council meeting.
3. At its first meeting of the working group members shall:
 - a. Appoint an elected member as Lead Member who should ensure the entire working group members are kept informed and involved with progress and act as the primary reporting channel back to the Council.
4. In line with the task set by the Council the purpose and remit of the working group is to:
 - a. Work with the Parish Council to produce & maintain a vision for the Old Church
 - b. Help to maintain the churchyard and report any issues with the church and churchyard to the Parish Council
 - c. The Clerk will carry out Risk Assessments prior to any events or work being undertaken and consult with the working group about the results
 - d. Be responsible for ensuring volunteers work safely whilst working at the Old Church
 - e. Write documents/leaflets etc documenting the history of the Church for approval by the Parish Council
 - f. Run events in conjunction with the Parish Council
 - g. Make recommendations to the Parish Council in time for annual budget setting on suggested spending for the following year and how to spend monies raised
 - h. To help the Council fundraise for projects, including helping to complete grant applications, that seek to improve the Old Church and churchyard and assist, when possible, with the Council's aim of making the maintenance of the Old Church funded through external sources
 - i. Help to make the Old Church inviting to local people and make the church feel welcoming to visitors.
 - j. To assist the Council, when required, to write specifications and find contractors/consultants/specialists to carry out work at the Old Church and to communicate with the lead member when work is going to be going ahead
 - k. To provide timely feedback on proposed work to enable the Parish Council to make decisions
 - l. To provide background information/historical knowledge of the Old Church to the Parish Council and others as required
5. The group does not have delegated powers to make decisions on behalf of the Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to this Terms of Reference. The Council are bound to accept the recommendations of contractors and consultants, given their professional status. The recommendations can be questioned but in the case of a conflict, the final decision is made by the Council based on professional advice.
6. The group reports to the Council
7. The group shall provide timely reports to the Council in the following manner:
Provide written information regarding items a-l above as and when required.
8. Meetings of the working group are not usually but may be public meetings

Advisory committees (and sub- committees) that are appointed advise a council in any matter relating to the discharge of their functions (pursuant to s. 102(4) of the 1972 Act). Advisory committees (and sub-committees) may be wholly comprised of persons who are not members of the council. In practice and dependent on their terms of reference, advisory committees are usually comprised of both councillors and those who are not members of the council. Councils often refer to advisory committees (and sub-committees) as working parties/groups/panels

s.102(3) of the 1972 Act provides that a local council can appoint persons who are not its members to committees and sub-committees (including joint committees and sub-committees) .