

Ludgvan Parish Council

Terms of Reference common to all committees

1. All committee meetings will be convened in accordance with the Parish Council's Standing Orders
2. Committee agendas and minutes will be prepared by the Clerk, agendas prepared in discussion with the Committee Chair.
3. The rules of a committee are supplementary to, and do not override, the Parish Council's Standing Orders and Financial Regulations
4. Councillors can be members of more than one committee
5. The Council can expressly delegate responsibilities and budgets for a committee, including the ability to authorise expenditure or amend fees.
6. Committee Minutes will be circulated to all council members and will be presented at relevant council meetings for approval.
7. Committees will either make decisions (within powers delegated) or make recommendations to councils (on matters outside any powers delegated).
8. Councillors are appointed to Committees each year at the Annual Meeting of the Council. Councillors elected or co-opted during the course of the year can be appointed to Committees by the Council, where there are Committee vacancies.
9. The Chair of a committee will be elected by the committee at its first meeting after the Annual Meeting of the council. Until a new Committee Chair is elected, the Chair from the previous year retains that office. In an election year, if the Chair is no longer a Councillor, the Vice-Chair or other nominated Councillor will take the vote on appointing a Chair for the coming year
10. Councillors not on a committee may attend meetings but cannot vote. They may only participate if permitted by the Committee Chair.
11. The press and public may be excluded from committee meetings if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted. The public's exclusion shall be by a resolution of the committee. At the point where the press and public are excluded from a meeting, the Chair may also direct Councillors not members of the committee to leave.
12. Committees may create advisory groups or working groups to deliver a specific objective. These groups will work within an agreed brief and will be wound up at the completion of their task.
13. Decision making or budget responsibility may not be delegated to advisory or working groups.
14. Committees may create sub-committees which may make such decisions as have been delegated to them. These decisions will be reported to the responsible committee. Sub-committees will operate on the same basis as Committees.
15. The meeting calendar will be agreed annually.