



Terms of Reference for Parish Council Subcommittees

Background

These Terms of Reference apply to any Subcommittee of Broadclyst Parish Council (the Parish Council) in the course of its work within the civil parish of Broadclyst.

Responsibilities

A Subcommittee is an advisory body and as such will make recommendations to the Parish Council or one of its committees (Finance; Planning). The group will undertake the following, subject to the approval of the Parish Council or the relevant committee:

- Work with Officers from Broadclyst Parish Council and East Devon District Council and other Councils/Agencies (where appropriate) to ensure that all works and projects conform to National and Local policies, Plans and procedures;
- Ensure that all members of the community and other relevant bodies are fully involved in the process through community consultation events
- Pass all relevant information to Parish Council Officers for publication on the Parish Council's website;

Subcommittees shall not incur expenditure without prior authority from the Parish Council. Amounts under £500 can be authorised by the Clerk following a mandate produced at a formal committee meeting, by request from the Chair.

Membership

Subcommittees will consist of members of the Parish Council together with an appropriate number of co-opted members from the village community.

A member of the Parish Council will act as Co-ordinator for the process. S/he will act as, or appoint, the Chair of the Subcommittee and coordinate the work of any working groups which may be formed for specific tasks within that subcommittee

All members of Subcommittees are to be approved by the Parish Council; likewise the Parish Council are to be informed when members leave the Subcommittee.

A Subcommittee may invite other individuals to join working groups or teams to undertake various tasks or projects forming part of its work; such individuals to be approved by the Parish Council. The working groups or teams will report to the respective Subcommittee in the first instance.

Parish Councillors must observe the Code of Conduct adopted by the Parish Council when they are acting as members of all Subcommittees.

All Members of Subcommittees must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views that are different from their own.

Meetings

Subcommittees will arrange their own meeting schedule.

The quorum for a meeting is 3

Meetings will be informal and do not need to be open to members of the public.

Subcommittee members should declare an interest where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family or close associates.

Subcommittees may invite individuals or organisations to attend meetings to give advice on any relevant topic.

The Parish Clerk / Assistant Clerk will attend Subcommittee meetings as an advisory Officer.

Minutes of Subcommittee meetings will be recorded, submitted to the Parish Council or appropriate Committee for information and published on the Parish Council's website.

Working groups, defined as a committee or group appointed to study and report on a particular question and make recommendations based on its findings, will arrange their own meeting schedules and will keep minutes of meetings; these are not required to be published on the Parish Council's website.

Delegated Powers

Broadclyst Parish Council has resolved to give the following delegated powers to its committees:

Staffing Committee: in respect of employment, to execute all staffing matters & decisions in accordance with policies contained within the Council's Employment Handbook (July 2017)

Declaration of Interest

The Chair and Parish Clerk will keep a record of Declarations of Interest which will also be made a public record via the Parish Council.

Review of Terms of Reference

The Parish Council will be responsible for agreeing the Terms of Reference and any relevant amendments to them.

Signed by Chair of Parish Council.....

Name:

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