

Terms of Reference for Parish Council Subcommittees

1. Background

- 1.1. 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.

2. Subcommittee Structure and Members Term of Office

- 2.1. In its 2019-23 Term, Broadclyst Parish Council has the following Subcommittees:
Communications, Community Infrastructure Levy, Fun Day, Traffic Group, Youth. The Council reserves the right to amend its Subcommittees and their Membership at any time.
- 2.2. The Term of Office for Subcommittee Members shall be 4 years, reviewed Annually in May.

3. Responsibilities

- 3.1. A Subcommittee is an advisory body and as such will report and make recommendations to the Parish Council and/or one of its Executive Committees (Finance; Staffing; Planning).
- 3.2. The subcommittee will undertake the following, subject to the prior approval of the Parish Council or the relevant committee:
 - 3.2.1. Work with Officers from Broadclyst Parish Council, East Devon District Council, and/or other Councils/Agencies where appropriate to ensure that all works and projects conform to National and Local Policies, Plans and Procedures;
 - 3.2.2. Ensure that all members of the community and other relevant bodies are fully involved in the process through community consultation events;
 - 3.2.3. Pass all relevant information to Parish Council Officers for publication on the Parish Council's website.
- 3.3. Subcommittees shall not incur expenditure without prior authority from the Parish Council. Amounts under £500 can be authorised by the Clerk/Responsible Finance Officer following a mandate produced at a formal committee meeting, by request from the Chair.

4. Membership

- 4.1. Subcommittees will consist of Members of the Parish Council together with an appropriate number of co-opted members from the village community.
- 4.2. 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;
- 4.3. 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;
- 4.4. 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;
- 4.5. Parish Councillors must observe the Code of Conduct adopted by the Parish Council when they are acting as members of all Subcommittees.

- 4.6. 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.

5. Meetings

- 5.1. Subcommittees will arrange their own meeting schedule.
- 5.2. The quorum for a meeting is 3
- 5.3. Meetings will be informal and do not need to be open to members of the public.
- 5.4. 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.
- 5.5. Subcommittees may invite individuals or organisations to attend meetings to give advice on any relevant topic.
- 5.6. The Parish Clerk / Assistant Clerk will attend Subcommittee meetings as an advisory Officer.
- 5.7. 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.
- 5.8. 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.

6. Delegated Powers

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

6.1. Communications:

- 6.1.1. in respect of the Broadsheet, delegated to spend within budget allocation for printing, postage, and distribution of the Broadsheet;
- 6.1.2. in respect of promotional/information posters/fliers, delegation to finalise design and publish, with a spend of up to £500 being authorised by the Clerk as per section 3.3;
- 6.1.3. in respect of social media campaigns, delegation to finalise and publish social media campaigns;
- 6.1.4. in respect of Press Releases, delegation to publish Parish Council Press Releases after approval/agreement of The Chairman or Chairman of the relevant Committee;

6.2. Fun day:

- 6.2.1. delegation to plan and organise the Broadclyst Fun Day and any other such community events, including the hiring/booking of equipment/entertainment etc. associated with the event on behalf of The Council;
- 6.2.2. delegated spend up to budget allocation

- 6.3. **Youth Committee:** in respect of the running of the Youth Club, delegated to spend within budget allocation for resources

7. 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.

8. Review of Terms of Reference

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

Signed: Chair of Parish Council.....

Name:

Date:

Version history

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