

Terms of Reference for Parish Council Committees

1. Background

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

2. Committee Structure and Members Term of Office

- 2.1. In its 2023-27 Term, Broadclyst Parish Council has the following Executive Committees:
Finance and Governance; Planning and Environment; Emergency Planning; Staffing. The Council reserves the right to amend its Subcommittees and their Membership at any time.
- 2.2. The Term of Office for Committee Members shall be 4 years, reviewed Annually in May.

3. Responsibilities

- 3.1. A Committee is established for a specific part of the Parish Council's responsibilities and will make recommendations to the Parish Council. The group will undertake the following, subject to the approval of the Parish Council:
 - 3.1.1. 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;
 - 3.1.2. Ensure involvement is open to all members of the community and other relevant bodies;
 - 3.1.3. Pass all relevant information to Parish Council Officers for publication on the Parish Council's website.
 - 3.1.4. Committees 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.

4. Membership

- 4.1. Committees will consist of Members of the Parish Council. A Chairman will be elected annually at the first meeting of the committee following the Annual Meeting of the Parish Council, which is held in May of each year.
- 4.2. All members of Committees are to be approved by the Parish Council at its Annual Meeting in May.
- 4.3. A Committee 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. A committee may also set up a sub-committee for a specific purpose – such subcommittees will be bound by the terms of reference adopted by the Parish Council for subcommittees.
- 4.4. Parish Councillors must observe the Code of Conduct adopted by the Parish Council when they are acting as members of all Committees.
- 4.5. All Members of Committees 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. Committee meeting dates will be set annually by the Clerk and approved by the Parish Council.
- 5.2. The quorum for a meeting is 3.
- 5.3. Meetings will be formal and open to members of the public.
- 5.4. Committees may invite individuals or organisations to attend meetings to give advice on any relevant topic.
- 5.5. The Parish Clerk / Deputy Clerk will attend Committee meetings as an advisory Officer.
- 5.6. Minutes of Committee meetings will be submitted to the Parish Council for ratification, consideration of recommendations, and to be published on the Parish Council's website.

6. Delegated Powers

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

- 6.1. **Emergency Plan Committee:** in respect of a local or national disaster to act with Full Powers of the Parish Council
- 6.2. **Finance Committee:** in respect of Budget allocation; in respect of expenditure and other actions as set out, and in accordance with, Council's adopted Financial Regulations
- 6.3. **Planning Committee:** in respect of decisions on the Parish Council's response as a statutory Consultee for planning applications relevant to the Parish (or neighbouring parish where an interest exists for Broadclyst Parish Council) submitted to East Devon District Council or other Local Planning Authority as appropriate.
- 6.4. **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)

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 by Chair of Parish Council.....

Name:

Date of adoption: 6th May 2014

Date of revision: 4th June 2018 Minute ref: 18/101iii

Date of revision: 7th May 2019 (for 2019-23 Term of Office) Minute ref: 19/74iv

Date of revision: 4th May 2021, Minute Ref 21/075ii

Date of revision: 9th May 2022; Minute ref: 22/042ii

Date of revision: 15th May 2023; Minute Ref: 23/042ii