

Terms of Reference for Parish Council Committees, Subcommittees and Advisory Committees

1. Background

- 1.1. These Terms of Reference apply to any Committee, Subcommittee and Advisory Committee (Working Group) 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:
 - 2.1.1. Finance and Governance
 - 2.1.2. Planning, Environment and Traffic
 - 2.1.3. Staffing
 - 2.1.4. Events
 - 2.1.5. Communications.
- 2.2. The Council reserves the right to amend its Committees, Subcommittees, Advisory Committees and their Membership at any time.
- 2.3. Broadclyst Parish Council has the following Advisory Committee:
 - 2.3.1. School Traffic and Environment
- 2.4. The Term of Office for Committee Members shall be 4 years, reviewed Annually in May.

3. Responsibilities

- 3.1. A Committee, Subcommittee and Advisory 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 (with the exception of Finance and Governance and Staffing Committees) 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, outside delegated spends. 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 Annual Meeting of the Parish Council, which is held in May of each year.
- 4.2. All elected 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 the Committee (with the exception of Finance and Governance and Staffing), Subcommittees, Advisory Committees or teams to undertake various tasks or projects forming part of its work. A Committee may also set up a Subcommittee or Advisory Committee for a specific purpose – such Subcommittees and Advisory Committees will be bound by the Terms of Reference adopted by the Parish Council for Committees, Subcommittees and Advisory Committees.
- 4.4. Parish Councillors must observe the Code of Conduct adopted by the Parish Council when they are acting as members of all Committees, Subcommittees and Advisory Committees.
- 4.5. All Members of Committees, Subcommittees and Advisory 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.
- 4.6. In accordance with Standing Orders, the Chair of the Parish Council shall serve as an ex-officio member of all Committees and Working Groups.

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, with the exception of Staffing.
- 5.4. Committees, Subcommittees and Advisory Committees may invite individuals or organisations to attend meetings to give advice on any relevant topic.
- 5.5. The Parish Clerk / Assistant Clerk(s) will attend Committee, Subcommittee and Advisory 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. Finance and Governance Committee

- 6.1.1. In respect of Budget allocation
- 6.1.2. In respect of expenditure and other actions as set out, and in accordance with, Council's adopted Financial Regulations
- 6.1.3. Emergency plan - Clerk/Officers - In respect of a local or national disaster to act with Full Powers of the Parish Council

6.2. Planning, Environment and Traffic Committee

- 6.2.1. 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

6.3. Staffing Committee

- 6.3.1. In respect of employment, to execute all staffing matters & decisions in accordance with policies contained within the Council's Employment Handbook (July 2017)

6.4. Events Committee

- 6.4.1. Delegation to plan and organise any such community events, including the hiring/booking of equipment/entertainment etc. associated with the events on behalf of The Council
- 6.4.2. Delegated spend to the Clerk, up to budget allocation.

6.5. Communications Committee

- 6.5.1. In respect of the Broadsheet, delegated to the Clerk to spend within budget allocation for printing, postage and distribution of the Broadsheet
- 6.5.2. 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/RFO
- 6.5.3. In respect of social media campaigns, delegation to finalise and publish social media campaigns, with a spend of up to £500 being authorised by the Clerk/RFO
- 6.5.4. In respect of Press Releases, delegation to publish Parish Council Press Releases after approval/agreement of The Chairman or Chairman of the Committee

6.6. School Traffic Working Group

- 6.6.1. Delegated to the Clerk to spend within budget allocation, in respect of promotional/information posters/fliers and social media campaigns
- 6.6.2. Delegated to the Clerk to finalise design and publish, in respect of promotional/information posters/fliers and social media campaigns

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: 12th May 2025

Date of revision: 02 March 2026, clause 4.6 added to clarify ex-officio membership.