

MADELEY PARISH COUNCIL

GENERAL TERMS OF REFERENCE FOR COMMITTEES WITH NO SPECIFIC TERMS.

These Terms of Reference apply to all committees which are not subject to terms of reference specific to that committee. The Parish Council can form a committee to provide recommendations to full Council on any matter that falls within its powers.

1. Membership.

Members of the committee will be appointed by the Parish Council and will consist of at least one member of the Council but may also consist of co-opted members of the public who have specific knowledge/expertise on the subject to assist the committee.

The term of membership will be for a period of one year or to the next Annual Meeting of the Parish Council or time limited until the task/s are completed.

2. Leadership.

The leader will be appointed by the committee and will be the main point of contact for the Clerk and Parish Council. The leader must be a member of the Council unless otherwise agreed by the full Parish Council.

3. Powers.

Committees subject to these general terms cannot make decisions or spend money on behalf of the Parish Council. Recommendations will be subject to approval by the full Parish Council.

4. Responsibilities and areas of Operation.

The committee will arrange its own meetings and schedule its work at its inaugural meeting

Progress reports/recommendations will be circulated prior to the next full meeting of the Parish Council following a committee meeting. Information and proposed resolutions must be with the Clerk no later than 6 working days prior to the next Parish Council meeting for inclusion in the agenda.

5. Meetings of committees.

In-person meetings and Virtual meetings or hybrid meetings can be arranged if agreed by the committee members.

Frequency of meetings will be as required and the continuing need for each committee will be reviewed by the full Parish Council on an annual basis.

Standing Orders do not apply to meetings of committees subject to these general terms of reference.