

Committee Terms of Reference

Approved pending creation of committee

Date Created	Date Adopted	Date Revised	Revision due
February 2024	February 2024		

1 **General**

1.1 Much of the information relating to conduct and proceedings of meetings of Full Council applies to meeting of committees.

2 **In respect of committee meetings, the following applies:**

2.1 Chairing the meetings At the first meeting following the Annual Meeting of the council, every committee shall, before conducting any business, elect a Chair for the year. A committee may also elect a Deputy Chair.

2.2 Quorum No business shall be dealt with unless the committee is quorate. If there is no quorum, the meeting will stand adjourned and should be reconvened.

2.3 Holding Meetings The Clerk will call the first meeting of the committee following consultation with the Chair. Subsequent meetings shall be held at a place, date and time fixed by the committee. Notice of the time and place of the meetings must be fixed in a conspicuous place in the parish at least 3 clear days before the meeting. All Members of the committee shall be given (by post, email or left at their residence) at least 3 clear days written notice of a committee from the Clerk, specifying the business proposed to be transacted (the agenda).

2.4 Order of Business Business will usually be dealt with in the following order:

- Record of members Present
- Record of apologies and reasons for absence
- Declarations of Interest with regard to items on the agenda
- Formal announcements from the Chair
- Agreeing the minutes of the last meeting and signing them
- Public participation session with respect to items on the agenda
- Business placed on the agenda

2.5 Voting Subject to any legal requirement, all questions to be decided by a committee shall be decided by a majority of the members present and voting. Unless otherwise provided by Standing orders members shall vote by show of hands. A Members vote will only be counted if the Member is in the room of the meeting at the time the vote is taken. In the case of an equality of votes, the Chair or other Member presiding the meeting, must give a casting vote in addition to their first vote.

2.6 Minutes The minutes must record the names of the members present at the meeting and the existence and nature of any interest declared by Members. The minutes are not a verbatim record of debate at a meeting but must accurately reflect the resolutions made and record voting if this is requested by a member at that meeting. The draft minutes of a meeting must be attached to the agenda for the next meeting for approval and signing by the Chair (or persons presiding the meeting). There should be no discussion in respect of the draft minutes except that which relates to the motion to agree the accuracy of the draft minutes. Any corrections shall be made by moving that the minutes are agreed with the corrections stated.

2.7 Attendance by Members Any Member not being a Member of a committee may attend any meeting of the committee but their right to participate in the meeting will be equal to the public's right to do so and should be governed by Standing Orders.

2.8 Individual Members A Member cannot individually exercise any statutory functions of the council on behalf of the council.

- 2.9 Appointment of Committees and Delegations Full Council will determine a budget for each committee and the amount will be determined by the planned work of the committee. Delegation of a budget to the appropriate committee together with authority to spend the allocation will be monitored by Full Council who will receive minutes of each committee meeting.
- 2.10 Co-opted Members of a Committee A committee may include persons who are not elected Councillors – often known as co-opted committee members. They have no voting rights and if a co-opted member is appointed to chair a meeting, they have neither an original nor a casting vote.
- 3 There are currently no standing committees at Drayton Bassett Parish Council.

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