

Committee Meetings Terms of Reference

1 General Information

- 1.1 Much of the information relating to conduct and proceedings of meetings of full council applies to meetings of committees.

2 In respect of committee meetings, the following applies:

- 2.1 Chairing 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.

Because of the timing of the Annual Meetings and the time of the Charter Fair, Councillors may want to consider (a) postponing the election of Chairs / Vice Chairs until July's Full Council (b) postponing agreement on committee membership until July's Full Council. A meeting of a committee cannot take place unless a person has been lawfully appointed to preside the meeting.

- 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 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 meetings 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 apologies and reasons for absence;
 - Declarations of interests (existence and nature) 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 Member's 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, has to give a casting vote in addition to their first vote.
- 2.6 Minutes: The minutes must record the names of 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.

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- 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 the events, projects, developments etc.; determine the nature of those events; delegate responsibility to the appropriate committee / committees together with a budget and complete authority to spend the allocation.

The town council will appoint the following committees with the composition, quorum and role and functions indicated below:

3 Finance and Management Committee

- The Committee will comprise 9 Members.
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following role and functions:
 - To determine all the resource requirements of the council and make recommendations to the council. Resources include finances, land and property, employees and contractors;
 - To issue and vary employment contracts. It is necessary for the full council to appoint committees as appropriate to deal with the two stages of any statutory disciplinary action (instigated by the employer) or grievance action brought by employees. Any termination of employment contract (other than disciplinary) will be dealt with by Full Council. A subcommittee is required to take responsibility for general staff matters e.g. health and safety matters, implementing equalities/diversity or dignity at work policies, to handle recruitment matters. A subcommittee is required to undertake line management responsibility for the Clerk as the most senior officer of the council. This subcommittee is responsible for carrying out the Clerk's appraisals, handling any informal or formal grievance and initiating any informal or formal disciplinary action in the first instance;
 - To recommend to the council an annual budget and precept;
 - To regularly monitor income and expenditure and to make any recommendations to the council;
 - To incur and authorise expenditure not otherwise delegated to another committee or employee.
 - Minutes of the committee meeting will be approved at the subsequent committee meeting and taken to full council for noting.
 - Items requiring ratification or a decision by full council will be taken to the next full council meeting.

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4 Planning Committee

- The Committee will comprise 8 Members.
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following roles and functions:
 - To make recommendations to the council;
 - In relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting the parish;
 - In respect of representations to the Local Planning Authority in support of any departure application;
 - In relation to any arrangements between the parish council and the Local Planning Authority about the involvement of the parish council in the discharge of planning functions;
 - To make representations to the Local Planning Authority on any application referred to the parish council and on any other planning matter that affects the parish.
 - The decisions taken on planning applications at the Committee meeting, shall be final and hold for the whole town council.
 - Minutes of the committee meeting will be approved at the subsequent committee meeting and taken to full council for noting.

5 Community Engagement Committee (*formerly known as Festival Committee*)

- The Committee will comprise 9 Members
- The quorum of the Committee shall be 3 Members
- The Committee shall undertake the following roles and functions:
 - To organise, promote and administer the annual Charter Fair
 - To organise, promote and administer the annual Firework Event
 - To organise, promote and administer the Christmas Lights and switch on
 - To project oversee the development of projects designed to promote the parish of Rugeley and support local residents and retailers.
 - The Town Clerk / Assistant Town Clerk, in consultation with the Committee Chair, have authority to spend to a maximum of £500 at any one time within the promotion budget.
 - The Town Clerk / Assistant Town Clerk have authority to spend on projects according to decisions made in the Committee up to and including a limit as identified by the Committee for each project.
 - At every meeting, the committee will receive an update of the spend schedule.
 - Minutes of the committee meeting will be approved at the subsequent committee meeting and taken to full council for noting. Should any matters requiring

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ratification or decision of the Full Council be required, these matters only will be forwarded to Full Council for decision.

6 Rose Theatre Committee

- The Committee will comprise 9 Members
- The quorum of the Committee shall be 3 Members
- The Committee shall undertake the following roles and functions:
 - To oversee the running and administration of the Rose Theatre.
 - Manage the agreed budget for the Rose Theatre
 - The Town Clerk / Assistant Town Clerk/Theatre Manager, in consultation with the Committee Chair, to have authority to spend to a maximum of £500 at any one time within the promotion budget.
 - The Town Clerk / Assistant Town Clerk /Theatre Manager in consultation with the Committee Chair, have authority to spend on projects according to decisions made in the Committee up to and including a limit as identified by the Committee for each project.
 - At every meeting, the committee will receive an update of the spend schedule.
 - Minutes of the committee meeting will be approved at the subsequent committee meeting and taken to full council for noting. Should any matters requiring ratification or decision of the Full Council be required, these matters only will be forwarded to Full Council for decision.