

## TERMS OF REFERENCE FOR THE STRATEGY, ADMINISTRATION and PROJECTS COMMITTEE

### A. DELEGATION FROM THE COUNCIL

Under the powers of the Local Government Act 1972 s.101 (Discharge of Functions) these Terms of Reference were agreed by the Parish Council at its meeting on **17<sup>th</sup> May 2021.**

### B. MEMBERSHIP

This Committee shall consist of up to six Councillors (initially 5 as there are 11 Councillors) who shall be elected, and may be re-elected, each year at the Annual Meeting of the Parish Council.

### C. PROCEDURES

- i) The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders and Financial Regulations.
- ii) At the Annual Meeting of the Parish Council, the Parish Council shall elect a Chairman and a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- iii) The Committee will submit its minutes to be received at the next meeting of the Parish Council.
- iv) The Committee will consider a budget in September each year (income, expenditure / projects) submit a draft budget to the Council for discussion in October each year and submit their proposed final budget to Council not later than the end of December each year.
- v) The Clerk or RFO to the Council shall provide administrative support for the Committee.

### D. FREQUENCY OF MEETINGS

- i) The schedule of meetings shall be agreed at the Annual Meeting of the Parish Council.
- ii) The Committee shall meet on the second working Monday of every other month at 19:45hrs unless varied by agreement of the Committee.

### E. COMMITTEE STRATEGIC LEADS AND FUNCTIONS

The Committee shall have responsibility to lead on the following objectives of the Councils Strategy

- i) Communications
- ii) Community safety
- iii) Public transport and highways
- iv) Voluntary organisations
- v) Be business friendly
- vi) Parish Council structure and operations

The Committee shall have responsibility to lead on the following functions and Undertake on behalf of the Council all matters associated with

- I. Quarterly business report to Council
- II. Monitoring of five-year strategy
- III. Report on specific issues as required
- IV. Strategic partnership working
- V. Management of administration, office and staff  
(Note Personnel Committee manages staff issues as required)
- VI. Delivery of projects
- VII. Authorise works in accordance with Financial Regulations and within previously agreed budgets.
- VIII. Report their activities to the Council since the previous meeting.
- IX. Place their recommendations (if any) with written reports on non-delegated functions before the Council for approval.

#### F. POWER AND DUTIES OF COMMITTEES

1. The acts and proceedings of every Committee shall be submitted to the Council for confirmation except where a Committee acts under powers delegated to it by or with the authority of the Council, when its act and proceedings shall be submitted for report only, although a minute may be "not received" as a mark of disapproval.

2. All powers listed in the terms of reference are delegated to the Committees except where there is a requirement to submit a recommendation to the Council. All delegated powers shall in any event, be subject to the condition that either a major departure in policy or principle or any major formulation of new policy or principle which would affect the use of the Council's resources or conflict with the provisions of a Council's policy plan shall be submitted to the Council.

3. In all cases a committee exercising its delegated powers shall act in accordance with Standing Orders and Financial Regulations and shall give effect to any resolution of the Council upon matters of policy and principle but in case of doubt or difficulty, shall submit the matter concerned to the Council for approval.

4. In addition to any matters which are specifically delegated from time to time to any committee there shall be delegated subject to any statutory requirement, scheme or order, the following powers: -

- i) to authorise any urgent steps to be taken to defend any proceedings instituted against the Council in any court including the briefing of Counsel, payment of monies into court and settlement of actions upon such terms as may seem advisable;
- ii) to appoint representatives to attend annual conferences so long as provision in estimates is not exceeded.
- iii) To manage budgets delegated to the committee
- iv) To manage projects delegated to the committee.
- v) To Manage reserves allocated to the committee and report quarterly to Council
- vi) To manage contracts allocated to the Committee and report