

# Wortham & Burgate Parish Council

## **Committee General Terms of Reference** **(Applicable to ALL Committees)**

Wortham & Burgate Parish Council (the Parish Council) Committee Terms of Reference

1. The Committee members will be elected annually at the annual meeting of the Parish Council, excluding the Chair of the Parish Council who is an ex officio member of all Parish Council Committees.
2. Committee members must comply with all aspects of the 2014 Code of Conduct (as amended from time to time) and the Council's adopted Standing Orders at all times. Committees must ensure that all meetings, save as hoc site meetings etc, are conducted in line with the rules and regulations that cover all Parish Council meetings.
3. Each Committee must elect a Chair from its membership at the first meeting of the Committee after the Annual Meeting at which the Committee was elected. If the appointed Chair is unable to attend a Chair may be appointed from the Committee members present. If no member volunteers the Chair of the Parish Council will lead the Committee until a new Chair is appointed.
4. Each Committee must ensure that any public meeting held by a committee is quorate at all times.
5. All Committee meetings shall be minuted and such minutes shall be presented to the next Parish Council Meeting for approval and signing. The minutes shall be published on the Parish Council Website (unless they contain sensitive or private information) and hard copies retained by the Parish Clerk.
6. Each Committee may invite any person to attend a committee meeting in an advisory, non-voting capacity.
7. Each Committee may hold private ad-hoc meetings at their discretion.
8. Each Committee must review their committee specific Terms of Reference as per their Terms of Reference.
9. If at all possible, each committee should be balanced for gender, age and ethnicity.
10. Committee specific Terms of Reference are listed on the following pages.
  - 10.1. Page 2 - Employment Committee
  - 10.2. Page 3 & 4 - Planning Committee
  - 10.3. Page 5 - Playing Field Committee
  - 10.4. Page 6 - Commons Committee

Adopted as per minute preference 15.7 7th September 2021