



EDITH WESTON PARISH COUNCIL

St Georges Barracks Committee

Terms of Reference

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1. Purpose, Roles and Responsibilities of The Committee.

The SGB Committee, here after referred to as 'The Committee', is here by constituted to consider and respond on behalf of the Edith Weston Parish Council, here after referred to as 'EWPC', in respect of seeking, authorising and acting on expert advice from Professional Consultants as required in respect of preparing submissions to Rutland County Councils Regulation 19 Local Plan Consultation. The Committee has delegated authority from EWPC as detailed in resolutions 34/20 and 37/20 of the meeting held on Monday 9th March 2020 as follows:

- Additional roles and responsibilities can only be added to these terms of reference after an EWPC full council resolution authorising this committee to do so.
- The Committee shall operate within these terms of reference.

2. Membership of The Committee

The Committee is open to all EWPC councillors.

The Committee is open to members of the community as lay members not elected or co-opted and who will act as non-voting members of The Committee.

The Committee are authorised to invite any member of the public to join The Committee if they have expertise or experience specific to any of the roles and responsibilities of The Committee.

The Committee will be made up of at least 4 members at least 2 of whom must be EWPC Councillors. There must be a minimum of 2 EWPC members present to hold a meeting.

A Chairperson shall be elected by The Committee.

Membership of The Committee is for an initial 12-month period, extendable only by further EWPC full council resolution.

The Committee will be administered by the EWPC Clerk who is also EWPC Proper Officer (PO) and Responsible Finance Officer (RFO).

3. Accountability

The Committee is accountable to EWPC and will make full reports to the EWPC at the monthly council meeting.

An annual report on The Committee's activities will be published through the Annual Parish Meeting.

The Committee meeting minutes shall be published on the EWPC website.

4. Working Methods of The Committee

The Committee will order and manage its work in the following ways:

- Meetings will be held at which decisions will be taken.
- The Chairperson can call an ad hoc meeting as required.
- Methods of communication will include but are not limited to written reports or email correspondence either through the Chairperson or the Clerk.
- All decisions will be proposed and seconded by EWPC Councillor members.
- All members of The Committee including non-councillor members have a duty to abide by the EWPC adopted Code of Conduct.
- EWPC reserve the right to dissolve The Committee at any time.

5. Meetings of The Committee

The meetings will be presided over by the Chairperson or whoever they appoint in their absence.

Meetings, being public will be advertised on the village website and notice boards.

Meetings will be held on an ad hoc basis providing that the public have at least three clear days' notice of the time and place of a committee meeting or if it is convened at shorter notice, then public notice must be given at the same time (s.1(4) of the 1960 Act). The meaning of "clear days" does not include the day on which notice was issued and the day of the meeting.

The meeting will be open to the public and press unless the Chairperson calls a closed session. The Committee hold the right to call an exempt or closed session of the committee should any items require confidentiality be maintained.

Decisions/resolutions will be included in the EWPC minutes.

Meeting minutes will be posted in the village website and notice boards.

6. Finances Allocated to The Committee

The Committee have delegated powers to approve payments for services undertaken on behalf of EWPC in relation to the purpose and role of The Committee detailed in these terms of reference.

Such expenditure shall not exceed £5000 in total.

No Additional funding can be allocated from reserves into the SGB budget item without a EWPC full council resolution.

All expenditure will be reported to The Committee and the EWPC via the RFO by way of a written report at each respective meeting.

Payments can only be made by the EWPC RFO.

The Committee finances shall be subject to, and fully compliant with the EWPC Financial Regulations.

7. Sharing of Information and Resources

All copies of The Committee agendas, resolutions, recommendations, letters, reports financial records and correspondence will be held by the EWPC Clerk.

8. Review

These terms of reference will be reviewed annually at the EWPC Annual Meeting.