**LIST OF COMMITTEES AND TERMS OF REFERENCE**

The Community Council has a Finance & Resources Committee

**FINANCE COMMITTEE**

The Terms of Reference are:

* The Vice-Chair of Council is the Chair of the Committee
* The Committee consists of 4 Members – 1 from each ward and the Chair
* The Clerk (RFO) and Assistant Clerk (FO) attend the meeting
* The Chair of Council attends the meeting in an ex-officio capacity
* It meets once each quarter before the Ordinary Meeting
* It meets at one of the following venues: Coity Higher Community Centre, Gillead Chapel Hall, Coity or St Mary’s Church Hall, Coity
* It makes recommendations to Full Council, but does not have any decision making powers
* The members are elected at the Annual Meeting

**COMMUNITY ACCESS PLAN COMMITTEE**

The Terms of Reference are:

* The Chair is elected annually
* The Committee consists of 4 Members – 1 from each ward and the Chair
* The Clerk attends the meeting
* Additional members may be invited to attend meetings where relevant as project advisors, these may be Councillors or Members of the Public
* It meets bi-monthly unless there are no matters to discuss – this is at the discretion of the Committee Chair and Clerk
* It meets at one of the following venues: Coity Higher Community Centre or at Gillead Chapel Hall, Coity or St Mary’s Church Hall, Coity if the Community Centre is not available
* It makes recommendations to Full Council, but does not have any decision making powers
* The members are elected at the Annual Meeting

**ALLOTMENTS/APPEALS COMMITTEE**

These committees only meet when needed ie if there is an issue the Clerk refers to the committee for advice.

The Terms of Reference for both are:

* The members are elected annually
* The Committee consists of 4 Members – 1 from each ward and the Chair
* The Chair is the Chair of Council
* The Clerk attends the meeting
* It meets at one of the following venues: Coity Higher Community Centre or at Gillead Chapel Hall, Coity or St Mary’s Church Hall, Coity if the Community Centre is not available
* It makes recommendations to Full Council, but does not have any decision making powers

**APPEAL COMMITTEE**

Any Allotment appeal will be heard by the Appeals Committee which is made up of the remaining Councillors, with the exception of Councillor B Tiltman as he is an allotment tenant.

**EMPLOYMENT AND DISCIPLINARY COMMITTEES**

The Employment Committee only meets when needed ie when a staff appointment is to be made**.**

* The Chair of Council is the Chair of the Committee
* It consists of the Chair and 3 members , 1 from each ward
* The 4 members are also the 4 members on the Disciplinary Committee
* It meets at Coity Higher Community Centre or at Gillead Chapel Hall, Coity or St Mary’s Church Hall, Coity if the Community Centre is not available
* It makes recommendations to Full Council, but does not have any decision making powers
* The members are elected at the Annual Meeting

The Disciplinary Committee only meets when needed.

* The Chair of Council is the Chair of the Committee
* It consists of the Chair and 3 members , 1 from each ward
* The 4 members are also the 4 members on the Employment Committee
* It meets at Coity Higher Community Centre, Gillead Chapel Hall or at Coity or St Mary’s Church Hall, Coity if the Community Centre is not available
* It makes recommendations to Full Council, but does not have any decision making powers
* The members are elected at the Annual Meeting