

LIST OF COMMITTEES AND TERMS OF REFERENCE

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 of Council (ex-officio member)
- 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: Litchard Primary School, 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.
- All Members have a vote
- 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 Vice-Chair
- The Chair of Council is an ex-officio Member
- 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: Litchard Primary School or at 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

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 5 Members - a minimum of 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: Litchard Primary School or at 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

APPEAL COMMITTEE

Any Allotment appeal will be heard by the Appeals Committee which is made up of the remaining Councillors, with the exception of any councillor who is a current 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 4 members; a minimum of 1 from each ward
- The 5 members are also the 5 members on the Disciplinary Committee
- It meets at Litchard Primary School 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 4 members; a minimum of 1 from each ward
- The 5 members are also the 5 members on the Employment Committee
- It meets at Litchard Primary School, Gillead Chapel Hall or at 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