

## **LIST OF COMMITTEES AND TERMS OF REFERENCE**

### **FINANCE & RESOURCES 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 if required before the Ordinary Meeting (this is at the discretion of the Committee Chair and Clerk)
- It meets at a local venue or may be a fully remote meeting.
- 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 - a minimum of 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 a local venue or may be a fully remote meeting.
- It makes recommendations to Full Council, but does not have any decision making powers
- The members are elected at the Annual Meeting

### **ALLOTMENT GARDEN 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 a local venue or may be a fully remote meeting.
- 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 a local venue or may be a fully remote meeting.
- 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: ideally a minimum of 1 from each ward
- The 5 members are also the 5 members on the Employment Committee
- It meets at a local venue or may be a fully remote meeting.
- It makes recommendations to Full Council, but does not have any decision making powers
- The members are elected at the Annual Meeting

## **ASSET TRANSFER COMMITTEE**

The Terms of Reference are:

- The Chair is elected annually
- The Committee consists of 8 Members - a minimum of 1 from each ward and the Chair and 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
- It meets at the discretion of the Chair and Clerk
- It meets at a local venue or may be a fully remote meeting.
- It makes recommendations to Full Council, but does not have any decision making powers
- The members are elected at the Annual Meeting