

St Ender Parish Council

Committees - Terms of Reference

The Committee shall be appointed at the Annual Council Meeting, or at a full Council meeting during the year if necessary.

The Committee will consist of not less than three Councillors. In addition, the Chair and Vice Chair of the Council shall have the opportunity to sit on the Committee as ex officio members and be entitled to vote. The Footpath Liaison Officer is also entitled to attend without voting rights.

The Committee shall elect a Chairman and Vice Chairman (if appropriate) annually at its first meeting following the Annual Council Meeting, or do so after the post is vacated.

Three members of the Committee shall constitute a quorum, except Planning which shall be five.

Voting shall be by a show of hands, or, if at least two members so request, by ballot. The Chair of the Committee shall have a second or casting vote in the case of an equality of votes.

Other Council members shall have the right to attend the Committee meetings, and with the right to speak if invited to do so by the Chairman. There is no right to vote.

Members of the public may attend the Committee meetings and make verbal representation. A member of the public shall not speak for more than three minutes and no group of speakers shall speak on the same or a similar subject for a combined total of more than fifteen minutes.

Each Committee must comply with the Scheme of Delegation, and only be responsible for those areas.

Each Committee can only spend up to what is approved for that Committee in the budget.