

Meopham Parish Council Administration and Resources Standing Committee

Terms of Reference

1. Areas of Responsibility

1.1. All matters relating to the Council's administration and its resources except those explicitly reserved for the Full Council or delegated to a Committee with 'executive' status.

1.2 These include but are not restricted to the following: internal procedures including Standing Orders, policies, risk management, Emergency Plan, the financial accounts and audit arrangements, monitoring of all Standing Committee and Committee budgets and expenditure, contracts, administration costs, office equipment, systems and software (including the website), member and staff training, publications and any other administrative tasks allocated by the Council.

1.3 The Committee may also determine planning application recommendations to the Local Planning Authority.

2. Membership

2.1. The Committee shall consist of up to SEVEN Councillors, which will include the Parish Council Chairman, and where possible, 2 members from each Ward, appointed at the Annual Council Meeting each year in May

2.2. The Chairman and Vice Chairman will be elected at the Annual Council Meeting in May.

2.3. The Quorum for a meeting will be a minimum of 4 Councillors

3. Meetings

3.1. The Committee shall meet at least 4 times per annum

3.2. The Parish Council will produce a Schedule of Standing Committee Meetings at its Annual Council Meeting in May

3.3. The Committee will have no meeting in August unless for urgent business

4. Conduct

4.1 The Councillors' Code of Conduct will apply to all members of the Committee

4.2 The conduct of the meetings (declarations of interest, debate, voting etc) will be governed by the Council's Standing Orders.

5. Rights and Powers

5.1 The Standing Committee is empowered to act on behalf of the Parish Council as it considers appropriate on all matters within its area of responsibility, except that it may not exercise those powers that are explicitly reserved for meetings of the 'Full' Council and provided that it stays within the constraints of its annual budget and the Council's Standing Orders and Financial Regulations.

5.2 The Committee may appoint appropriate sub-committees or working group(s) and their members to facilitate its work.

5.3 The Committee may convene extra-ordinary meetings in accordance with the Council's Standing Orders

5.4 The Committee may delegate authority to act on its behalf to the Parish Clerk. These actions shall normally be carried out in consultation with the Chairman of the Committee.

6. Budget

6.1 The Committee is responsible for the production of estimates of its proposed expenditure for the next financial year, broken down under a number of budget headings, for submission to the Full Council for approval.

7. Training

7.1 Members of the Committee are encouraged to attend appropriate training.

Reviewed and approved: ACM 14.05.19

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