



- 1.1. All meetings of Town Council committees will be convened in accordance with the Town Council's Standing Orders.
- 1.2. Committee agendas and minutes will be structured and formalised by the Town Clerk in discussions with the Committee Chair and meetings will be minuted by a delegated officer of the council.
- 1.3. The rules of a committee are supplementary to and do not override the Town Council's Standing orders or financial regulations
- 1.4. Cllrs can be members of one or more committees.
- 1.5. Committees may authorise expenditure or amend fees provided the decision is consistent with the responsibilities of the committee and within the budget set for that activity or within any additional budget for work authorised by full council during the financial year.
- 1.6. Minutes will be circulated to all council members and will be presented at relevant meeting for approval. Agreement is given to acknowledge that the decisions have been reached within the powers delegated to that committee
- 1.7. In a normal year Councillors shall indicate their preferences for committee membership in advance of the Annual Town Council Meeting, and the list of potential members will be circulated with the agenda of that meeting. Membership of all the committees will be as decided at the Annual Parish Council Meeting each year. The committee shall be subject to a quorum of three which. If a committee or subcommittee is created outside of this period, membership will be authorised by full council. Any councillor joining council after this will be considered for a committee by Full Council.
- 1.8. A substitute member may be nominated and appointed to a committee or subcommittee if an ordinary member cannot attend and the meeting may be inquorate without that substitute.
- 1.9. The chairman of the committee will be elected by the committee at its first meeting after the Annual Town Council meeting or agreed at a subsequent full council meeting. Until a new chairman is elected, the chairman from the previous year retains that office.
- 1.10. Town councillors not on a committee may attend meetings but cannot vote, they assume the same standing as a member of the public.
- 1.11. The press and public may be excluded from committee meetings if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion shall be by a resolution which shall give reasons for that exclusion.
- 1.12. Committees may create advisory groups or working groups to deliver a specific objective. These groups will work within an agreed brief. These groups will be wound-up at the completion of their task.
- 1.13. Committees may create sub-committees. Sub-committees may make such decisions as have been delegated to them, but these decisions will be reported to the responsible committee.
- 1.14. The meeting calendar will be agreed annually.
- 1.15. Committee budgets will be derived through the agreed annual budget for the business as usual elements.