

NORTHAM TOWN COUNCIL

THE COUNCIL AND ITS COMMITTEES

1. INTRODUCTION

- a. Under the Local Government Act 1972 s 101, the Town Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority. Unless the Town Council directs otherwise, a committee may itself arrange for the discharge of its functions by a sub-committee.
- b. Committees shall have the power to create working groups on a task and finish basis where necessary.
- c. The membership and terms of office of committees are fixed by the Town Council. The membership of sub-committees are fixed by the appointing committee.
- d. The Town Council may at any time abolish a committee or one of its sub-committees, change its membership or withdraw or alter the powers delegated to it.
- e. The Town Council and its Committees shall deal with matters under the Freedom of Information Act 2000, as outlined in Standing Orders.
- f. Following the declaration of a Climate Emergency in 2019, it is incumbent on all committees to undertake actions that would help the Council achieve significant reductions in carbon emissions in the Town Council area by 2030, and to maintain and increase biodiversity in the Council's open spaces and strive to achieve biodiversity generally within the community.

2. QUORA

- a. Paragraph 12 of Part II of Schedule 12 to the Local Government Act 1972 provides that three or one third of the total number of Parish Councillors, whichever is greater, is necessary for a meeting to have a quorum. Meetings of the Full Council shall have a quorum of seven members.
- b. No business shall be transacted at any meeting of a Town Council unless at least one-third of the whole number of Members for the Town Council are present at the meeting.
- c. The Town Council's Standing Orders are concerned with such matters as the quorum.
- d. The quorum of a committee may be no less than 4 members.

3. COMPOSITION

- a. The composition for all committees is defined within its terms of reference.
- b. Committees shall have the ability to co-opt members of the public, consultants or subject area experts with specialist skills or knowledge as the situation requires, as defined within each committee's terms of reference.

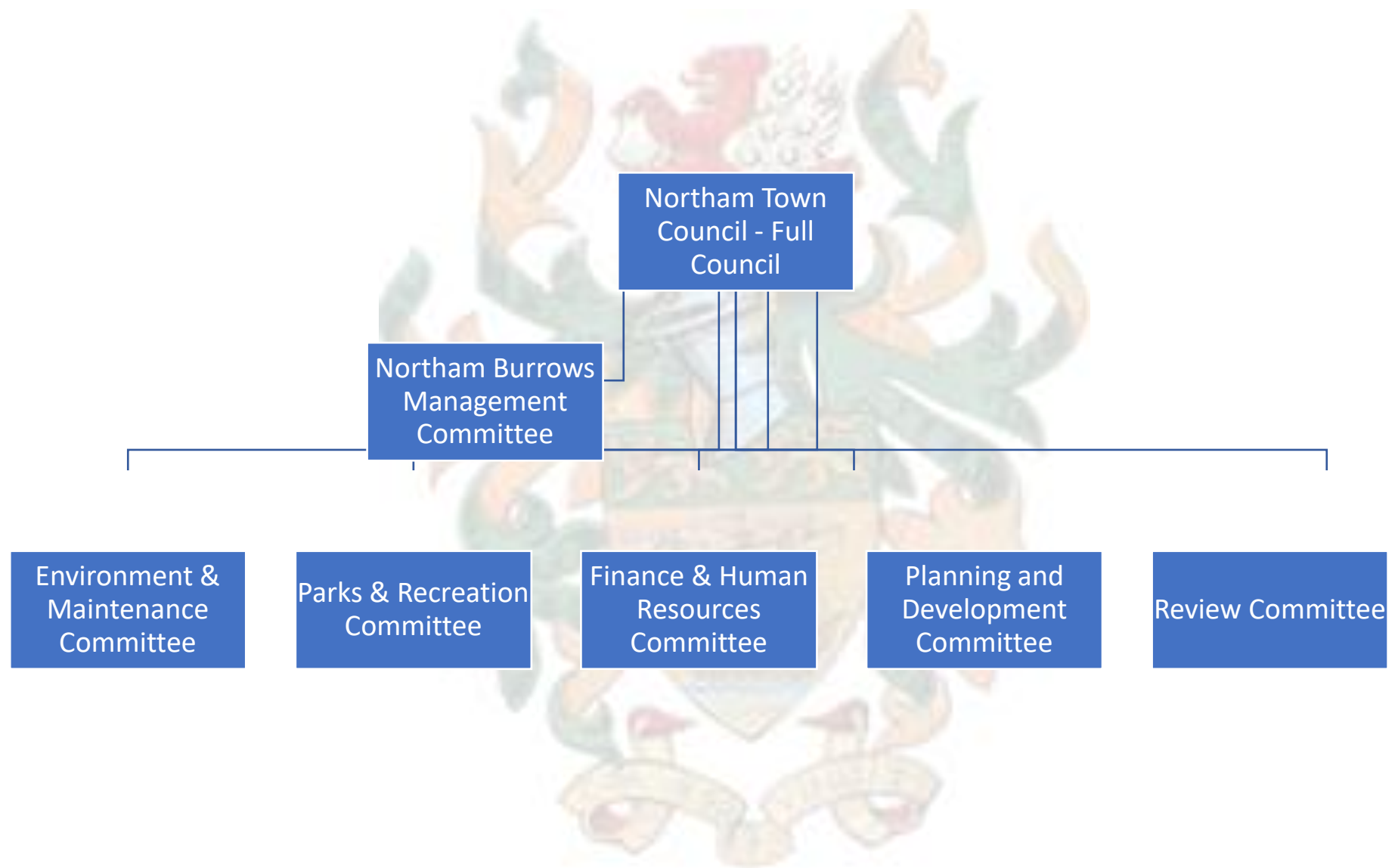
4. ATTENDANCE AT FULL COUNCIL MEETINGS

- a. Councillors have a responsibility to attend meetings when summoned to do so; the notice to attend a council meeting is, in law, a summons, because of that duty to attend.
- b. Apologies may be given and the reason for an apology approved by the Council at an appropriate point on the agenda.

Adopted by Northam Town Council on TBC

Version	Date	Note	Drafted by
V0.1	11 th April 2024	First review by committee	Deputy Town Clerk
V0.2	1 st May 2024	To be presented to Annual Meeting of the Council	Acting Town Clerk.
V0.3	15 th May 2024	Typographical changes to the Northam Burrows Charity Management Committee to correct spelling errors.	Acting Town Clerk.
V0.4	11 th September 2024	Amend Finance Committee quorum to 4 and Planning & Development Powers/Role (to include Listed Buildings) as resolved at Full Council 24 th July 2024	Town Clerk & RFO
V.05	28 th April 2025	Combine Finance and Human Resources committees as resolved at the Full Council meeting on 23 April 2025	Town Clerk & RFO

Northam Town Council Committee Structure and Terms of Reference for Committees



ENVIRONMENT & MAINTENANCE COMMITTEE STRUCTURE AND TERMS OF REFERENCE

The Environment and Maintenance Committee is a Committee of Northam Town Council, constituted under S.101 of the Local Government Act 1972.

1. MEMBERSHIP

- a. The Committee is a Standing Committee, membership is to be re-appointed at the Annual Meeting.
- b. The Membership of the Committee will be decided upon its creation.
- c. The Committee shall elect its own Chair and Vice Chair at its first meeting following the Annual Meeting of the Town Council.
- d. The Town Clerk or a delegated Officer will service the Committee.

2. COMPOSITION

- a. The Committee will comprise seven members of the Council.
- b. Ex-officio member with full voting rights: the Mayor.
- c. Members from outside the Council membership may be co-opted to advise the Committee or its working groups as required

3. QUORUM

- a. The quorum of the committee will be four members.
- b. The Chair shall have a casting vote.

4. MEETINGS

- a. Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
- b. Six scheduled meetings each Civic Year, approximately one every other month.
- c. Extra meetings will be called as required.
- d. Working Groups may be established to carry out specific tasks, including but not limited to those detailed in section 8 below.

5. MINUTES

- a. Minutes of the Committee meetings shall be prepared by the Town Clerk and submitted to the next meeting of the Committee meeting for approval. The draft minutes shall be submitted to the Council for information.
- b. Approved minutes shall be presented to the next appropriate ordinary meeting of the Town Council, for noting and adoption.
- c. Any action agreed at the Committee shall be reported to the committee until that action is complete or has become part of the Council's operational activities.

6. GENERAL

- a. The Committee shall operate within the Town Council's Standing Orders and Financial Regulations.

- b. Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.
- c. The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.
- d. The Committee shall, within resource limitations, act as a forum, assemble and appraise information offered by relevant organisations and individuals and raise matters with the Council.
- e. Ensure clear communication with other Council Committees where matters under consideration have an impact across more than one Committee.

7. STANDING ITEMS

- a. The Committee has no standing items for its consideration.

8. POWERS / ROLE - The Committee's delegated powers include

- a. The Committee will be responsible for bringing to the Council's attention climate and biodiversity-related considerations.
- b. The Committee shall take forward any other matters concerning land or climate action, as required by the Council.
- c. Arranging and managing the Town's Christmas Trees, lights and decorations.
- d. Making representations to the appropriate authority or organisation on matters relating to the provision and maintenance of externally controlled lands and buildings within the town providing leisure facilities for residents and visitors.
- e. Making recommendations to the Council following any investigation or review of any matter relating to the protection and improvement of Appledore, Northam or Westward Ho!'s environment, or the contribution the Council can make to addressing the Climate Emergency and regarding biodiversity.
- f. Ensuring the proper maintenance of all street furniture owned by or supplied by the Council, and to recommend the purchase of additional or replacement street furniture¹, war memorial, planters where appropriate.
- g. Liaising with County and District Councils and other relevant agencies on the maintenance of items falling within their remit, including footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboricultural works.
- h. The Committee shall be responsible for the following items in respect of the Town's environment and its response to Climate Change.
 - i. The Committee may wherever possible follow climate friendly practices in all aspects of the local environment and its maintenance for which the Town Council is responsible.

¹ In this context, "street furniture" includes waste bins, dog bins, seating, bus shelters and signage.

- ii. The Committee may support the Council, within resource limitations, to fulfil Council responsibilities to address the Climate Emergency.
 - iii. The Committee may support the Council or its representatives to contact or lobby, when necessary, other Councils, relevant authorities, and organisations as appropriate to seek to promote practices within Northam Town Council's area addressing climate change.
- i. The Committee can propose future projects and seek Full Council approval for them.
- j. To agree spend as identified in the appropriate budget cost centre(s).
- a. Wherever possible, the Committee shall support measures to address the declared Climate Emergency and to assist other Committees in discharging their responsibilities towards tackling the Emergency in all projects.
- b. To consider matters of Health & Safety as appropriate.
- c. Management of all aspects of upkeep, maintenance and administration of the Council's property taking into account climate change considerations.

FINANCE & HUMAN RESOURCES COMMITTEE STRUCTURE AND TERMS OF REFERENCE

The Finance Committee is a Committee of Northam Town Council, constituted under S.101 of the Local Government Act 1972.

The Finance Committee operates within Local Government Transparency Code 2015 and with due reference to the Joint Panel on Accountability and Governance (JPAG)² Practitioner's Guide.

2. MEMBERSHIP

- a. The Committee is a Standing Committee, membership is to be re-appointed at the Annual Meeting.
- b. The Membership of the Committee will be decided upon its creation.
- c. The Committee shall elect its own Chair and Vice Chair at its first meeting following the Annual Meeting of the Town Council.
- d. The Town Clerk or a delegated Officer will service the Committee.

3. COMPOSITION

- a. The Committee will comprise seven members of the Council.
- b. Ex-officio member with full voting rights: the Mayor.
- c. There will be no members of the Committee co-opted from outside the Council membership.

4. QUORUM

- a. The quorum of the committee will be four members.
- b. The Chair shall have a casting vote.

5. MEETINGS

- a. Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
- b. Twelve scheduled meetings each Civic Year, one per month.
- c. Extra meetings will be called as required.
- d. Working Groups may be established to carry out specific tasks, including but not limited to those detailed in section 8 below.

6. MINUTES

- a. Minutes of the Committee meetings shall be prepared by the Town Clerk and submitted to the next meeting of the Committee meeting for approval. The draft minutes shall be submitted to the Council for information.
- b. Approved minutes shall be presented to the next appropriate ordinary meeting of the Town Council, for noting and adoption.
- c. Any action agreed at the Committee shall be reported to the committee until that action is complete or has become part of the Council's operational activities.

² The JPAG is responsible for issuing proper practices about the governance and accounts of smaller authorities.

7. GENERAL

- a. The Committee shall operate within the Town Council's Standing Orders and Financial Regulations.
- b. Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.
- c. The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.
- d. Ensure clear communication with other Council Committees where matters under consideration have an impact across more than one Committee.

8. STANDING ITEMS

- a. The financial administration of the Council, including preparation of estimates, management and use of capital assets, and the expenditure and receipt of monies throughout the year.
- b. To ensure compliance with Financial Regulations.
- c. Approval of overtime payments and TOIL accumulation.
- d. To consider and approve the payments and receipts of the Town Council for the previous month in accordance with Financial Regulations and in line with the Local Government Transparency Code 2015.

9. POWERS / ROLE - The Committee's delegated powers in relation to Finance include

- a. To prepare and recommend to Council annually, no later than its December meeting annually, a budget for the following financial year.
- b. To review loans made to the council, for example from the PWLB
- c. To consider and recommend to Full Council approval/refusal all applications for loans or other financial assistance received by the Council.
- d. Administration of the Town Council Grants policy and recommend the grants requests to be approved/refused to Full Council.
- e. To approve and oversee any contracts, agency agreements or leases entered into by the Council.
- f. To monitor the financial affairs of the Council and spending against the agreed budget.
- g. To consider and report to Council matters of a financial nature which may result in write-off of public monies.
- h. To monitor spending and use of resources to ensure the Council obtains best value and complies with council policies.
- i. To review and ensure Financial Regulations are kept up to date.
- j. To review the Financial Risk Assessment yearly and make recommendations to Full Council.
- k. The Committee shall take forward any other matters concerning Council property, as required by the Council.

Northam Town Council Committee Structure and Terms of Reference for Committees

- l. In addition to the broad areas raised above the Committee will have the following areas of responsibility:
 - i. to review the long term financial strategy of the Council with a view to advising the Council on funding for significant projects.
 - ii. to appoint the Internal Auditor and define the scope of the audit
 - iii. to appoint a member of the council to be its internal financial controller
 - iv. develop and review the Council's Financial Plan and Investment Strategy
 - v. to determine fees and charges for services provided by the Council.
- m. The Committee can propose future projects and seek Full Council approval for them.
- n. To agree spend as identified in the appropriate budget cost centre(s).
- o. Wherever possible, the Committee shall support measures to address the declared Climate Emergency and to assist other Committees in discharging their responsibilities towards tackling the Emergency in all projects.
- p. The financial administration of the Council, including preparation of estimates, management and use of capital assets, and the expenditure and receipt of monies throughout the year.
- q. To consider matters of Health & Safety as appropriate.

10. POWERS / ROLE - The Committee's delegated powers in relation to Human Resources include

- a. Consider and review, as appropriate, the Council's staffing structure, to support the Council's operations and Committee structure.
 - b. Determination and review of the terms and conditions of employment and remuneration of the Council's staff, excluding the Town Clerk/RFO/Proper Officer.
 - c. Recommend to Council the terms and conditions of employment and remuneration of the Town Clerk/Responsible Finance Officer/ Proper Officer.
 - d. Any other matters affecting the Council staff and the personnel policies of the Council
 - e. Organise the annual round of staff appraisals, to be conducted by Chair of this committee, and the Mayor (for the Town Clerk) or one of those mentioned Councillors and the Town Clerk for all other staff.
 - f. To consider recruitment activity as appropriate.
 - g. To consider a costed training schedule for all staff.
 - h. To undertake disciplinary and grievance investigations as appropriate.
 - i. The Committee shall deal with breaches of the code of conduct as per Standing Orders.
 - j. To agree spend as identified in the appropriate budget cost centre(s).
11. Wherever possible, the Committee shall support measures to address the declared Climate Emergency and to assist other Committees in discharging their responsibilities towards tackling the Emergency in all projects.

PARKS & RECREATION COMMITTEE STRUCTURE AND TERMS OF REFERENCE

The Parks and Recreation Committee is a Committee of Northam Town Council, constituted under S.101 of the Local Government Act 1972.

1. MEMBERSHIP

- a. The Committee is a Standing Committee, membership is to be re-appointed at the Annual Meeting.
- b. The Membership of the Committee will be decided upon its creation.
- c. The Committee shall elect its own Chair and Vice Chair at its first meeting following the Annual Meeting of the Town Council.
- d. The Town Clerk or a delegated Officer will service the Committee.

2. COMPOSITION

- a. The Committee will comprise seven members of the Council.
- b. Ex-officio member with full voting rights: the Mayor.
- c. Members from outside the Council membership may be co-opted to advise the Committee or its working groups as required.

3. QUORUM

- a. The quorum of the committee will be four members.
- b. The Chair shall have a casting vote.

4. MEETINGS

- a. Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
- b. Six scheduled meetings each Civic Year, approximately one every other month.
- c. Extra meetings will be called as required.
- d. Working Groups may be established to carry out specific tasks, including but not limited to those detailed in section 8 below.

5. MINUTES

- a. Minutes of the Committee meetings shall be prepared by the Town Clerk and submitted to the next meeting of the Committee meeting for approval. The draft minutes shall be submitted to the Council for information.
- b. Approved minutes shall be presented to the next appropriate ordinary meeting of the Town Council, for noting and adoption.
- c. Any action agreed at the Committee shall be reported to the committee until that action is complete or has become part of the Council's operational activities.

6. GENERAL

- a. The Committee shall operate within the Town Council's Standing Orders and Financial Regulations.

Northam Town Council Committee Structure and Terms of Reference for Committees

- b. Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.
- c. The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.
- d. Ensure clear communication with other Council Committees where matters under consideration have an impact across more than one Committee.

7. **STANDING ITEMS**

- a. Review of the schedule for maintenance and repair of the Council's play and recreation equipment.
- b. Receive and review the internal and external play area inspection reports.

8. **POWERS / ROLE - The Committee's delegated powers include**

- a. The Committee shall prepare an annual budget for the repair and maintenance of Council property for submission to the Finance Committee.
- b. The Committee will be responsible for the creation of any new policy or procedure required to ensure compliance with changes in legislation, regulation or good practice guidance.
- c. Consideration of information in respect of capital projects in relation to the parks (major and minor) including inviting and considering quotations for such work and pursuing the most climate-friendly options wherever possible.
- d. The Committee shall be responsible for considering ways in which existing provision can be improved having due regard to the needs of existing and future users of the green spaces and to the impacts of climate change and the need to promote biodiversity.
- e. Management of all aspects of upkeep, maintenance and administration of the Council's parks, allotments and open spaces, and the management and administration of Devolved Services, taking into account climate change considerations and biodiversity.
- f. Liaising with County and District Councils and other relevant agencies or organisations on the maintenance of items falling within their remit, including play areas, play equipment and areas of open public space.
- g. The Committee can propose future projects and seek Full Council approval for them.
- h. To agree spend as identified in the appropriate budget cost centre(s).
- a. Wherever possible, the Committee shall support measures to address the declared Climate Emergency and to assist other Committees in discharging their responsibilities towards tackling the Emergency in all projects.
- b. To consider matters of Health & Safety as appropriate.

PLANNING & DEVELOPMENT COMMITTEE STRUCTURE AND TERMS OF REFERENCE

The Planning and Development Committee is a Committee of Northam Town Council, constituted under S.101 of the Local Government Act 1972.

1. MEMBERSHIP

- a. The Committee is a Standing Committee, membership is to be re-appointed at the Annual Meeting.
- b. The Membership of the Committee will be decided upon its creation.
- c. The Committee shall elect its own Chair and Vice Chair at its first meeting following the Annual Meeting of the Town Council.
- d. The Town Clerk or a delegated Officer will service the Committee.

2. COMPOSITION

- a. The Committee will comprise seven members of the Council.
- b. Ex-officio member with full voting rights: the Mayor.
- c. There will be no members of the Committee co-opted from outside the Council membership.

3. QUORUM

- a. The quorum of the committee will be four members.
- b. The Chair shall have a casting vote.

4. MEETINGS

- a. Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
- b. Approximately seventeen meetings per Civic Year, equating to one scheduled meeting every three weeks.
- c. Extra meetings will be called as required.
- d. Working Groups may be established to carry out specific tasks.

5. MINUTES

- a. Minutes of the Committee meetings shall be prepared by the Town Clerk and submitted to the next meeting of the Committee meeting for approval. The draft minutes shall be submitted to the Council for information.
- b. Approved minutes shall be presented to the next appropriate ordinary meeting of the Town Council, for noting and adoption.
- c. Any action agreed at the Committee shall be reported to the committee until that action is complete or has become part of the Council's operational activities.

6. GENERAL

- a. The Committee shall operate within the Town Council's Standing Orders and Financial Regulations.
- b. Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within

the delegated powers, the minutes will record **RESOLVED**. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.

- c. The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.
- d. Ensure clear communication with other Council Committees where matters under consideration have an impact across more than one Committee.

7. STANDING ITEMS

- a. Consideration of submitted planning proposals within and affecting the wards comprising the Parish of Northam.
- b. Consideration of submitted planning appeals within and affecting the wards comprising the Parish of Northam.
- c. Review of the Northam Neighbourhood Plan in the light of changing policy landscape.

8. POWERS / ROLE - The Committee's delegated powers include

- a. To submit comments on behalf of the Town Council in response to planning proposals within and affecting the wards comprising the Parish of Northam.
- b. To submit comments on behalf of the Town Council in response to appeals within and affecting the wards comprising the Parish of Northam.
- c. To consider and recommend the names of new streets within the wards comprising the Parish of Northam as appropriate and at times requested by the relevant Planning Authority.
- d. To review developer contributions included within Section 106 agreements within and affecting the wards comprising the Parish of Northam. Making requests for projects and locations to be included within the identified allocations at the appropriate time.
- e. In addition to the broad areas raised above the Committee will have the following areas of responsibility:
 - i. Issues affecting Listed heritage assets and buildings
 - ii. Issues affecting traffic, highways and transport
 - iii. Issues arising from planning consents
 - iv. Considering and responding to licensing consultations
 - v. Considering and responding to matters relating to tree protection orders.
 - vi. Public Services – to act as the consultee, make representations, and support as required all matters relating to
 - 1. housing strategy
 - 2. public/community transport including Local Transport Plans
 - 3. utility services (gas, electricity, telecommunications, water, sewerage, flooding, etc)
 - 4. waste infrastructure
 - 5. mineral extraction
 - 6. planning policy changes
 - vii. Policy issues should be referred to full Council.

Northam Town Council Committee Structure and Terms of Reference for Committees

- f. To agree spend as identified in the appropriate budget cost centre(s).
- g. Wherever possible, the Committee shall support measures to address the declared Climate Emergency and to assist other Committees in discharging their responsibilities towards tackling the Emergency in all projects.
- h. To consider matters of Health & Safety as appropriate.

REVIEW COMMITTEE STRUCTURE AND TERMS OF REFERENCE

The Review Committee is a Committee of Northam Town Council, constituted under S.101 of the Local Government Act 1972.

1. MEMBERSHIP

- a. The Committee is a Standing Committee, membership is to be re-appointed at the Annual Meeting.
- b. The Membership of the Committee will be decided upon its creation.
- c. The Committee shall elect its own Chair and Vice Chair at its first meeting following the Annual Meeting of the Town Council.
- d. The Town Clerk or a delegated Officer will service the Committee.

2. COMPOSITION

- a. The Committee will comprise seven members of the Council.
- b. Ex-officio member with full voting rights: the Mayor.
- c. There will be no members of the Committee co-opted from outside the Council membership.

3. QUORUM

- a. The quorum of the committee will be four members.
- b. The Chair shall have a casting vote.

4. MEETINGS

- a. Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
- b. Four scheduled meetings each Civic Year.
- c. Extra meetings will be called as required.
- d. Working Groups may be established to carry out specific tasks, including but not limited to those detailed in section 8 below.

5. MINUTES

- a. Minutes of the Committee meetings shall be prepared by the Town Clerk and submitted to the next meeting of the Committee meeting for approval. The draft minutes shall be submitted to the Council for information.
- b. Approved minutes shall be presented to the next appropriate ordinary meeting of the Town Council, for noting and adoption.
- c. Any action agreed at the Committee shall be reported to the committee until that action is complete or has become part of the Council's operational activities.

6. GENERAL

- a. The Committee shall operate within the Town Council's Standing Orders and Financial Regulations.
- b. Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within

the delegated powers, the minutes will record **RESOLVED**. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.

- c. The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.
- d. Ensure clear communication with other Council Committees where matters under consideration have an impact across more than one Committee.

7. STANDING ITEMS

- a. To review the Council's policies and underpinning procedures in line with the adopted document review program.
- b. To draft a report for receipt at Full Council outlining the delivery of the Council's objectives and make recommendations to Full Council.

8. POWERS / ROLE - The Committee's delegated powers include

- a. to be responsible for advising the Council on Standing Orders in respect to the Conduct of Meetings, Code of Conduct for members and all similar documentation relating to the overall administration of the Council's affairs.
- b. The Committee will be responsible for reviewing and updating the Council's policies, procedures, Standing Orders and scheme of delegation, making recommendations to Full Council for the adoption and approval of new or amended documentation.
- c. The Committee will be responsible for the creation of any new policy or procedure required to ensure compliance with changes in legislation, regulation or good practice guidance.
- d. To agree spend as identified in the appropriate budget cost centre(s).
- e. Wherever possible, the Committee shall support measures to address the declared Climate Emergency and to assist other Committees in discharging their responsibilities towards tackling the Emergency in all projects.
- i. To consider matters of Health & Safety as appropriate.

NORTHAM BURROWS CHARITY MANAGEMENT COMMITTEE COMMITTEE STRUCTURE AND TERMS OF REFERENCE

To work on behalf of the Northam Burrows Charity, the purposes of the Northam Burrows Charity

1. COMPOSITION

- a. The Committee will comprise 5 members, appointed by the Corporate Trustee at the Council's Annual Meeting.
- b. Ex-officio members with full voting rights: the Deputy Mayor and the Mayor.
- c. The Town Clerk or a delegated Officer will service the Committee.

2. MEETINGS

- a. Meetings will be convened as required and following the appointments to the Management Committee, a Chair will be elected at the first meeting following the AGM.
- b. The Chair will use a casting vote in the event of a tied vote.
- c. Appointments will be for the term of the Council

3. MINUTES

- a. Minutes will be presented to the next available meeting

4. QUORUM

- a. The quorum of the committee will be four voting members

5. GENERAL

- a. The Management Committee will be authorised to set an annual budget, which may include grants to outside bodies of the purposes of Charity.
- b. The Management Committee will be authorised to review fees and charges.
- c. The Management Committee will be authorised to spend a maximum amount (£5000.00) on budgeted and non-budgeted items without referral to the Corporate Trustee.
- d. The committee should also appoint an Independent Examiner and then to receive a report from the Independent Examiner.

6. ROLE

- a. To ensure the requirements of the scheme are complied with.
- b. To review the Charity' financial risk assessment annually.
- c. To review the draft annual report to the charity commission.
- d. To consider matters of Health & Safety as appropriate.