



## General Terms of Reference Applicable to all Committees

The Terms of Reference of all Committees are subject to the following principles:

1. That powers be exercised in accordance with any Policy adopted or directions given by the Parish Council.
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between Committee(s) shall be referred to full Council for determination.
4. That any proposal which involves any change in the existing Policies already approved by the Council shall be submitted to the Council for approval.
5. Where appropriate, Committees shall provide a summary report of each meeting to the Council at the next practicable meeting of the Council. The report will distinguish those matters decided by the Committee under delegated powers from matters which form the subject of a recommendation to the Council.

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6. Committees will monitor/respond with critical appraisals to minutes, reports or Documentation which from time to time are received from Cornwall Council or other bodies which have been brought to their attention by the Parish Clerk/individual Councillors or a member of the public which may have an adverse or beneficial effect on Botus Fleming Parish Council.
  7. Public participation
    - a. There will be, during each Committee meeting, a quarter of an hour public session with members of the public being able to speak and ask questions concerning the business of the Committee in accordance with the Standing Orders.
    - b. Should a Planning Committee be formed, at such a meeting, members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning Committee.
  8. Guest speakers should normally be limited to one per meeting with a time limit placed upon them.

9. Where a Committee resolves to exclude the press and public from all or part of a meeting, the Committee may resolve to permit Councillors not elected to the Committee to remain in the meeting.
  10. From time to time a Committee may appoint up to two (2) members of the public to serve on a Council Committee or Sub-Committee as non voting members. Appointed members will be required to abide by the Parish Council's Code of Conduct.
  11. All members will attend training relevant to the work of the Committee as identified and provided by the Parish Council.
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### **Delegation of Authority to Sub-Committees**

Where a function within the Terms of Reference of a Committee has been further delegated to a Sub-Committee, that Sub-Committee will report it's findings and any recommendation back to the appropriate Committee or direct to Full Council, as per the remit.

Parish Clerk  
1<sup>st</sup> December 2019