

## **GLEN PARVA PARISH COUNCIL**

### **POLICY & RESOURCES COMMITTEE**

#### **TERMS OF REFERENCE**

##### **MEMBERSHIP**

- Each Councillor will be a member of either the Policy & Resources Committee or the Planning, Leisure & Environment Committee or the Memorial Hall Management Committee. This will not exclude members who may wish to serve on more than one committee.
- The Committee shall be appointed at the Annual meeting of the Parish Council.
- The Chairman and Vice Chairman of the Council shall automatically be members of the Committee.
- The Chairman and Vice Chairman of the Committee shall be appointed at the first Committee meeting held following the Annual Parish Council meeting.
- All members shall comply with the Code of Conduct and Council's Standing Orders.

##### **QUORUM**

- A quorum will be three members.

##### **MEETINGS**

- The Committee shall meet bi-monthly unless otherwise agreed by the Council/Committee.

#### **TERMS OF REFERENCE**

- To consider issues affecting policies of the Parish Council.
- To revise existing Council policies and to devise new policies as and when required.
- To consider aspects of management of resources.
- To make recommendations to the full Council.
- The Committee may be authorised power to act for a specific matter on a specific occasion by the full Council.

JS

June 2014