

## **Farleigh Fields Working Party**

### **Terms of Reference**

The Working Party will investigate fully the Persimmon Homes Planning app as to its effect and implications to Backwell and its residents and report back to full Council with their findings and recommendations.

As with all Working parties they will abide by our adopted Standing orders with reference to:

#### **COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES**

- a)** Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b)** The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c)** Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d)** The Council may appoint standing committees or other committees as may be necessary, and:
  - i.** shall determine their terms of reference;
  - ii.** shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii.** shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv.** shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee. Backwell Parish Council has determined these appointments be for 4 years.
  - v.** may, subject to standing orders 4(b) and (c), appoint and determine the

- terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
- vi.** shall, after it has appointed the members of a standing committee, appoint the Chair of the committee / working party;
  - vii.** shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
  - viii.** shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix.** shall determine if the public may participate at a meeting of a committee;
  - x.** shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi.** shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii.** may dissolve a committee or a sub-committee.

## WORKING PARTIES

- i)** Working Parties to be appointed at Full Council meetings and the members given terms of reference for report back to Council on a given date.
- ii)** The Working Party should normally consist of 3 Parish Councillors. Chairperson of the Working Party to be elected at a Full Council meeting, or at the first meeting of the Working Party.
- iii)** Other Councillors or outside bodies to be invited to the Working Party

meeting only if their input is necessary for advice on the topic being researched at that particular meeting.