

# Terms of Reference for the Gravel & Minerals Committee

*Approved at Full Council meeting on 12 February 2020*



## 1. Authority

The Gravel & Minerals Committee is appointed by, and solely responsible to Eynsham Parish Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time, to modify the Committee's powers. The Committee will meet with the frequency it feels is necessary. **The Committee has executive powers.**

## 2. Membership

The committee will consist of no fewer than **four elected parish councillors**, and at its first meeting will elect a Chairman to preside over future meetings – to be re-elected each year following the Annual Parish Council meeting. It will also elect a Vice Chairman if thought appropriate, although any elected member can preside by agreement in the Chairman's absence. **A quorum will be a minimum of three elected Members.** The Chairman and Vice Chairman of the Full Council will have automatic membership and full voting rights.

## 3. Records of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to Councillors, received and adopted at the next Full Council meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. All consultation/representation responses will be relayed to the relevant authority by the Clerk or the Chairman of the Committee on behalf of the Clerk. The minutes will be published on Eynsham Online.

## 4. Responsibilities

The committee has full **executive powers** to represent the Parish Council on matters relating specifically to Gravel & Minerals unless on vote, the Gravel & Minerals Committee decide that the matter should be passed to Full Council. The committee has full delegated powers as follows:-

- (a) To formulate and submit consultation responses/representations to Oxfordshire County Council and any other appropriate authorities, groups or individuals as necessary for the benefit and welfare of Eynsham. All responses/representations will be reported to members at the next Full Council meeting.
- (b) Keep updated on proposals relating to minerals and waste.
- (c) Co-opting other members as it seems beneficial and appropriate up to a maximum of three additional members
- (d) Contributing Parish Council related information to Eynsham News.

*Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.*