

Terms of Reference for the Senior Committee

Approved at the Annual Parish Council Meeting on 4 May 2021



1. Authority

The Senior Committee is appointed by and is solely responsible to Eynsham Parish Council. The Committee duties are defined and agreed by the Full Council who may vote, at any time, to modify the Committee's powers. The committee will be convened to deal with special events as they occur. **The committee has executive powers.**

2. Membership

All members of the Committee will be elected Councillors. The Committee will consist of a minimum of **four** elected Councillors. At its first meeting, it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes. The committee membership will be elected at each Annual Parish Council meeting. A quorum at the Committees meetings will consist of no fewer than **three elected members**. The Chairman and Vice Chairman of the Council will have automatically be members of the committee and have full voting rights.

3. Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors. The minutes will be published at Eynsham Online. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

3. Responsibilities

This Committee will meet as required to deal with special events as they occur. The committee is responsible for: -

- (a) Providing urgent decisions and actions where recourse to the appropriate committee or Full Council meeting is not possible.
- (b) Reporting such decisions and actions to the next appropriate Full Council meeting.
- (c) At the time of an emergency, the Senior Committee would take the lead and a member of the Council's other committees, as appropriate (the Chair or person nominated by the Chair) will join the Senior Committee for the duration of the emergency.

In exceptional times where neither the Senior Committee or Full Council is able to meet, the Scheme of Delegation will automatically be initiated.

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.