

# Terms of Reference for the Senior Committee

*Approved under delegated powers on 25 March 2020*



## 1. 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 – both to be re-elected each year following Annual Parish Council meeting. A quorum at the Committees meetings will consist of no fewer than three elected members. Chairman & Vice Chairman of Full Council will have automatic membership and full voting rights. **The committee has executive powers.**

## 2. Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors for approval at the next Full Council meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. This Committee will meet as required to deal with special events as they occur.

## 3. Responsibilities

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 meeting.
- (c) At the time of an emergency, the Senior Committee would take the lead and a member of the Communication Committee (the Chair or person nominated by the Chair) would 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.*