

Terms of Reference for the Senior Committee

1. Authority

The Senior Committee is appointed by and is solely responsible to Eynsham Parish Council. The Group duties are defined and agreed by the Full Council who may vote, at any time, to modify the Group's powers. The committee will meet monthly but can also 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 no fewer than **four elected Parish 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 Committee meetings will consist of no fewer than **three elected members**. The Chairman and Vice Chairman of the Council will automatically be members of the committee and have full voting rights.

3. Records of Proceedings

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

4. 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.

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.