



Freshwater Parish Council

Committee Terms of Reference Policy

2026



Freshwater Parish Council

Working For The Community

Freshwater Parish Council

Committee Terms of Reference Policy

This Policy is designed to ensure that all Committees, Sub-Committees, Project Steering Groups or Working Parties within Freshwater Parish Council are in accordance with the Council's approved Standing Orders. A Terms of Reference may be reviewed annually by the Full Parish Council.

Objective:

To ensure that all committees and groups have a valid Terms of Reference (TOR) which is in alignment with the Council's approved Standing Orders. Each committee and/or group must have a clearly defined objective which must accord with the Council's approved Standing Orders.

Membership:

Must be clearly defined in the TOR including a minimum number of members. The Council's Chair and Vice Chair are able to attend any and all meetings 'ex officio'. They may also be elected as members to any committee, sub-committee, project steering group or working party in accordance with the Council's approved Standing Orders.

Chair:

It must be clear how the Chair is to be elected and what will happen if the Chair is not able to attend any meeting or resigns during their tenure.

Vice Chair:

It must be clear how the Vice Chair is to be elected and what will happen if the Vice Chair is unable to meet their responsibilities or resigns during their tenure.

Quorum:

Each committee and/or group must have a quorum to meet and to transact business. A quorum is 3 or one third of the committee/group membership as defined in the Council's approved Standing Orders.

In Attendance:

The TOR must clearly state who will be in attendance of meetings and their roles.

Meetings:

The minimum number of meetings to be held each year must be clearly stated,

Public Participation:

The TOR must state whether the meetings are to be opened to the public in accordance with the Council's approved Standing Orders.

Minutes/Reports:

Will be recorded as set out in the Standing Orders.

Accountability and Scope:

The TOR must clearly define how the committee/group will act on behalf of the Council.

Delegated Authority:

The TOR will clearly define the delegated authority of the committee/group.

Finance:

The TOR will state whether an annual budget is required and how that budget is agreed.

Approved: 5th May 2026