

COMMITTEE MEMBERSHIP & TERMS OF REFERENCE 2020-2021 v12

Chair and Vice-Chair to be *ex-officio* members of all committees with full voting rights. Voting substitutes should be agreed in advance of meetings if possible
All committees (and CTC) may appoint Task and Finish / Working Groups to investigate specific items, reporting back to their respective committees or full Council until the project is completed.

Committees: (Quorum – 3 members)

Executive Committee: A group of ANY Councillors who can attend
The Committee will meet when decisions have to be made in advance of the next full Council meeting with the full powers of the Town Council, except that of deciding the Precept.

Finance, Budgets & Staffing Committee: *CTC Chairman & Vice-Chairman:* Cllrs G Blundell, G Dole, S Hannant, G Jones, T Laidlaw, P O'Connor
The Committee will have responsibility for dealing with all matters to do with finances, preparing the budget and staff issues, the latter with full delegated powers of decision making.
The committee will meet as and when required (approx every month).

Staffing Sub-Committee: (Subsidiary of the Finance, Budget & Staffing Committee to which it reports) Cllrs J Amis, G Dole, S Hannant, G Jones and P O'Connor

Property & Environment Committee: **Meets at 7pm** *CTC Chairman & Vice-Chairman & Cllrs* M Bedford, G Blundell, L Glover, J Newby, P O'Connor.
To deal with all matters concerning buildings and open spaces. Grounds to be included on every agenda as a standing item. The committee will meet as and when required. (approx every two months).

Working Groups set up for specific projects: (Quorum – 3 members)

Boundary Review WG: *Chairman & Vice-Chairman & G Jones, P O'Connor*
To formulate a response to the consultation on Norfolk CC division boundaries (Reports to Full Council)

Comms WG: *CTC Chairman & Vice-Chairman & Cllrs G Blundell, G Dole, J Newby, P O'Connor.*
(Reports to Full Council)
To deal with all aspects of communications incl. social media, community engagement, strategy, policies and equipment, and GDPR provisions

Fees & Charges WG: *CTC Chairman & Vice-Chairman & Cllrs G Blundell, G Jones, P O'Connor*
To set fees for hall hire, pitch hire, burials & memorials
(Subsidiary of the Finance, Budget & Staffing Committee; reports to Full Council).

Fete & Fair WG: *CTC Chairman & Vice-Chairman & Cllrs G Blundell, G Dole, L Glover, G Jones, P O'Connor*
To organise all aspects of the fete & fair & “Wash-up” session. (Reports to Full Council)
ALSO: *Support & Compliance Group Meetings* – For any Cllr who wishes to attend to receive the latest update on the Fete – Tuesday mornings at 10am in the Rymarz Gallery. NOTES taken.

Local Infrastructure Review WG: *CTC Chairman, Vice-Chair & Cllrs G Blundell, T East, G Jones, T Laidlaw, J Newby, P O'Connor* - includes Easton & Bawburgh Councillors where relevant

To discuss new Local Plan for development incl. Food Hub, Longwater Interchange, NWL and measures to protect the River Tud valley and the Strategic Gap between Old and New Costessey. (Reports to Full Council)

Lodge Farm Community Facility: *CTC Chairman & Vice-Chairman* & Cllrs G Blundell, T Laidlaw, J Newby, P O'Connor.

To oversee design of new facility.

Natural Burial / New Cemetery WG: *CTC Chairman & Vice-Chair*, Cllrs I Alam, M Bedford, T East, S Hannant, G Jones, S Jones, P O'Connor. (Reports to Property & Environment Committee and / or Full Council) **(Check Meeting times)**

To manage the natural burials & cemetery extension projects

Policies Review Working Group: Cllrs D Burrill, T East, G Dole, P O'Connor (and others as required from time to time for specific expertise)

To review and draft policies for approval, specifically Member/Officer Protocol, Standing Orders, Code of Conduct and HR policies and to review the structure of the council relating to committees, delegated powers and terms of reference (reports to Full Council and/or F, B & S Committee)

Queen's Hills Drainage Task & Finish Group: Cllrs J Amis, G Jones, T Laidlaw, J Newby, P O'Connor

To resolve issues with the adoption of foul drainage system from the QHCC

Woodlands & Walks WG: Cllrs D Burrill, L Glover, P O'Connor.

Co-opted: Mrs P Williamson (Volunteer Tree Warden)

To collect evidence for submission for Right of Way registration for Costessey-Bawburgh path and Townhouse Road-Marriot's Way permissive route. Also, Greenhills Woods & QH Community Park (Reports to Full Council). *NB: Some overlap with the P&E Committee*

Appointments to other Bodies

NorfolkALC Representative: Cllr Gary Blundell

Norwich Western Link Liaison Group: Cllr John Amis

Queen's Hills Community Park CIO: Cllr John Newby

Youth Group Management Committees: (Cossey Posse & QUBE): Cllrs T Laidlaw, J Newby, P O'Connor