

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 15 February 2024, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

Doc. Ref

1. Apologies
2. Declarations of Interest and Dispensation Considerations
Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.
3. Minutes of Council Meetings
Approve the signing as a correct record, Full Council of 18 January 2024
4. Public Participation
Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.
5. Statutory Business
Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines
6. Financial Items
 - 6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1
 - 6.2 Receive financial reports Item 6.2
 - 6.3 Appoint Internal Auditor for accounts 1 April 2023 to 31 March 2024 Item 6.3
7. New Terms of Reference – Footpaths Sub-Committee of the All Purposes Committee Item 7
8. Policy Review: Terms of Reference of the All Purposes Committee Item 8
9. Safety Briefings – Police Invitation for Councillor Safety Briefings
Circulated to Councillors email on 5 February, a calendar of free, virtual safety briefings starting 21 February through to December
10. Matters for information
Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

D. Platt
CLERK

Published: 08/02/24

Full Council meetings 2024 – 21 March, 18 April, 16 May, 20 June, 18 July, 19 September, 17 October, 21 November

Newsletter deadlines: 07/02/24 for March issue; 08/05/24 for June issue; 07/09/24 for September issue; 09/11/24 for December issue;

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 24/00039/FULHH Received: Mon 15 Jan 2024 Validated: Mon 15 Jan 2024	Extension and alteration of existing front dormer 24 Aycliffe Drive Buckshaw Village Chorley PR7 7GD	Extended dormer bedroom with flat roof. No observations
Ref. No: 24/00013/TPO Received: Mon 08 Jan 2024 Validated: Wed 24 Jan 2024	Application for work to a protected tree - Chorley BC TPO 6 (Euxton) 1991: Pruning to Oak tree. 9 Cedar Avenue Euxton Chorley PR7 6BB	Std A1 (examination by CBC tree officer)
Ref. No: 24/00070/DIS Received: Wed 31 Jan 2024 Validated: Wed 31 Jan 2024	Application to discharge condition 9 (licensing for great crested newts) attached to planning permission 22/01230/FULMAJ (Construction of 3G synthetic grass pitch in place of existing grass pitch with fencing, erection of extension to pavilion and highway junction improvements). Euxton Villa Football Club Jim Fowler Memorial Playing Fields Runshaw Hall Lane Euxton Chorley PR7 6HQ	Provision appears to have been made to conserve the great crested newt with assistance from Natural England. No observations
Ref. No: 24/00056/FULHH Received: Thu 25 Jan 2024 Validated: Tue 30 Jan 2024 Status: Awaiting decision	Single storey rear extension (resubmission of application ref. 20/00173/FULHH) 23 Spennymoor Close Buckshaw Village Chorley PR7 7GL	Single storey flat roof extension to rear of premises – No observations

List of Payments made between 19/01/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/01/2024	RBS Bank	265	3.50		Charges
22/01/2024	EE Mobile & Broadband	274	93.34		Mobiles
22/01/2024	Peoples Pension	275	253.32		Pension contribs
22/01/2024	EE Mobile & Broadband	274	-93.34		Mobiles
22/01/2024	EE Mobile & Broadband	274	93.34		Mobiles
22/01/2024	Screwfix	276	17.67		Hardware
22/01/2024	Southern Electric	277	85.38		Electricity
22/01/2024	Chorley Borough Council	278	3,413.05		Grass cutting & Inspects
22/01/2024	Metal Formations Ltd	279	552.00		Bench plaques
22/01/2024	Water Plus	280	51.13		Water
22/01/2024	British Telecom	281	61.93		Telephony
22/01/2024	G Burley & Sons Ltd	282	1,339.20		Christmas solars
22/01/2024	Amazon	283	19.99		IT
22/01/2024	Amazon	284	19.99		IT
22/01/2024	G Burley & Sons Ltd	282	-1,339.20		Christmas solar
01/02/2024	EE Mobile & Broadband	285	93.34		Mobiles
01/02/2024	Easy Websites	286	118.80		Website & Emails
01/02/2024	Chorley Business & Technology	287	444.00		Office
02/02/2024	HM Land Registry	288	6.00		Search
08/02/2024	Festive Lights Ltd	291	23.17		Parts
08/02/2024	Mesh Direct	292	144.99		Mesh
09/02/2024	Plusnet	289	7.49		Mobile
09/02/2024	Team Sport & Play Ltd	290	810.00		Repairs
09/02/2024	Studholme Bell Ltd	293	233.20		Salary services
09/02/2024	Euro Digital Systems	294	73.05		Copies
09/02/2024	Everglades Nursery	295	414.35		Trees
09/02/2024	RBS Bank	296	1.40		bank charges
09/02/2024	Lyndhurst Precision	297	360.00		Repairs skate
09/02/2024	HMRC	299	1,552.79		Tax & NI Feb24
09/02/2024	Various	298	6,727.14		Staff salaries Feb24
09/02/2024	ASC Timber Supplies Ltd	300	4.20		Hardware

Total Payments	<u>15,585.22</u>
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**Bank Reconciliation Statement as at 28/02/2024
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
RBS Current Account	31/08/2023		593.82
RBS High Interest	31/01/2024		59,637.35
RBS Debit Card	31/01/2024		4,000.00
Public Sector Deposit Fund	31/01/2024		140,323.32
Unity Trust (Current)	31/01/2024		2,477.32
Unity Trust (Saver)	31/01/2024		66,260.23
TSB	01/05/2023	50	0.01
Co-op	05/04/2023	19	1.41
			<u>273,293.46</u>

<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
18/01/2024	256	Coppull & Standish Brass Band	150.00
01/02/2024	285	EE Mobile & Broadband	93.34
01/02/2024	286	Easy Websites	118.80
01/02/2024	287	Chorley Business & Techhnology	444.00
02/02/2024	288	HM Land Registry	6.00
08/02/2024	291	Festive Lights Ltd	23.17
08/02/2024	292	Mesh Direct	144.99
09/02/2024	289	Plusnet	7.49
09/02/2024	290	Team Sport & Play Ltd	810.00
09/02/2024	293	Studholme Bell Ltd	233.20
09/02/2024	294	Euro Digital Systems	73.05
09/02/2024	295	Everglades Nursery	414.35
09/02/2024	296	RBS Bank	1.40
09/02/2024	297	Lyndhurst Precision	360.00
09/02/2024	299	HMRC	1,552.79
09/02/2024	298	Various	6,727.14
09/02/2024	300	ASC Timber Supplies Ltd	4.20
			<u>11,163.92</u>
			262,129.54

<u>Unpresented Receipts (Plus)</u>			
			0.00
			<u>0.00</u>
			262,129.54
		Balance per Cash Book is :-	262,129.54
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
17/09/2020	112	TESCO	0.00
			<u>0.00</u>
		Unreconciled Difference is :-	0.00

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
120 Housekeeping						
1090 Income Publicity	988	0	(988)			0.0%
160 Grants/S137						
1100 Grants and Donations RCVD	1,709	0	(1,709)			0.0%
200 Amenity/Utility						
1100 Grants and Donations RCVD	1,084	0	(1,084)			0.0%
1550 Income Allotments	3,306	0	(3,306)			0.0%
1570 Income RRM	7,630	0	(7,630)			0.0%
220 Other						
1076 Precept	178,200	0	(178,200)			0.0%
1080 Bank Interest Received	8,383	0	(8,383)			0.0%
1620 Income CIL	162,911	0	(162,911)			0.0%
TOTAL INCOME	364,211	0	(364,211)	0	0	0.0%
EXPENDITURE						
100 Employees						
4000 Employees	91,459	110,000	18,541		18,541	83.1%
4040 H	(0)	0	0		0	0.0%
120 Housekeeping						
4010 Payroll Services	372	1,000	628		628	37.2%
4020 Office Premises	4,070	5,000	930		930	81.4%
4070 Mileage	2,249	3,000	751		751	75.0%
4075 Employee Training	177	3,500	3,323		3,323	5.1%
4080 General Office	5,274	5,300	26		26	99.5%
4090 Communications	4,806	4,300	(506)		(506)	111.8%
4100 Insurance	6,694	6,500	(194)		(194)	103.0%
4120 Audit	1,003	1,500	498		498	66.8%
4130 Legal Fees/Planning Investig	0	3,000	3,000		3,000	0.0%
140 Council						
4211 Councillor Training	35	500	465		465	7.0%
160 Grants/S137						
4250 Grants	15,544	11,795	(3,749)		(3,749)	131.8%
4260 Christmas Celebrations	1,957	1,500	(457)		(457)	130.4%
180 Special Events/Projects						
4300 Euxton Gala	3,829	4,500	671		671	85.1%
4310 Road Safety/SPIDs	3,500	3,500	0		0	100.0%
4340 Community Engagement	23	2,500	2,477		2,477	0.9%
4350 ECO/Trees/Foot/Cycle	345	5,000	4,655		4,655	6.9%
4380 Heritage Projects	460	2,000	1,540		1,540	23.0%
4390 Defibrillator Project	3,282	6,210	2,928		2,928	52.9%
4410 Royal Celebrations	71	10,000	9,929		9,929	0.7%
4420 S	(330)	0	330		330	0.0%
200 Amenity/Utility						
4500 Utilities	2,546	3,000	454		454	84.9%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4510 Gardens/Planting/Competitions	1,548	10,000	8,452		8,452	15.5%
4520 Allotments	3,145	15,003	11,858		11,858	21.0%
4530 Millennium Green	7,701	8,000	299		299	96.3%
4540 All Purpose Committee	986	2,500	1,514		1,514	39.4%
4560 Multi/All Weather Greenside (n	1,644	24,560	22,916		22,916	6.7%
4570 Amenity/Open Space RRM	178,664	40,000	(138,664)		(138,664)	446.7%
4581 War Memorial	0	500	500		500	0.0%
4585 Street Sweeping Machine Fund	0	4,500	4,500		4,500	0.0%
4590 Yarrow Valley Path	0	5,000	5,000		5,000	0.0%
220 Other						
4600 Chapel Brook	0	20,000	20,000		20,000	0.0%
TOTAL EXPENDITURE	341,052	323,668	(17,384)	0	(17,384)	105.4%
Total Income	364,211	0	(364,211)			0.0%
Total Expenditure	341,052	323,668	(17,384)	0	(17,384)	105.4%
Net Income over Expenditure	23,159	(323,668)	(346,827)			
plus Transfer From EMR	170,097					
less Transfer From EMR	162,911					
Movement to/(from) Gen Reserve	30,345	(323,668)	(354,013)			

10:32

Current Bank A/c

Cash Received between 01/01/2024 and 29/02/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
03/01/2024	CCLA		Interest	625.11
17/01/2024	H Lambert		Advert	204.00
23/01/2024	R MacAree		R MacAree	105.00
31/01/2024	RBS		Interest	78.19
Total Receipts				<u>1,012.30</u>

Engagement Letter for: **Euxton Council**

JDH Business Services Limited is pleased to accept appointment as your internal auditor in accordance with the terms and conditions described below.

1.) Respective responsibilities of Council and Internal Auditors

i.) The Council – your responsibilities

- a) As members of the council, you are required to prepare and approve accounts for each financial year in accordance with the requirements of the latest adopted Accounts and Audit regulations and proper accounting practice.
- b) You are responsible for maintaining an adequate system of internal control, including measures designed to prevent and detect fraud and corruption.
- c) You are responsible for undertaking all reasonable steps to assure yourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.
- d) You are responsible for carrying out an assessment of the risks facing the council and taking appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

You have undertaken to make available to us, as and when required, all the council's books of account and records and related information necessary to carry out our work. You will make full disclosure to us of all relevant information.

The internal auditor shall have the right of access to any member or officer to discuss and to receive information and explanations in connection with any matter arising from the audit.

As part of our normal procedures we may request you to provide written confirmation of any information or explanations given to us orally during the course of our work.

ii.) **Internal Audit – Our Responsibilities**

The internal auditor is responsible for reviewing whether the Council's financial management is adequate and effective., and that it has a sound system of internal control. The scope of internal audit is summarised in the AGAR Annual Return for Local Councils as follows:

- Checking that books of account have been properly kept throughout the year
- Checking payment internal controls to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end review of the financial statements
- If the authority certified itself as exempt from a limited assurance review in the previous financial year, it met the exemption criteria and correctly declared itself exempt.
- Reviewing publication requirements and whether the authority has demonstrated that during the previous summer that it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations
- Where the council is sole trustee to a charity, reviewing whether the council has met its responsibilities as a trustee

2.) Reporting

The internal auditor will report to the Council after all interim and year end internal audits. In the event of a serious issue being identified during the year the internal auditor will also report to Council.

3.) Independence and Objectivity

The internal auditor will inform the Council immediately if the internal auditor becomes aware of any conflict of interest that may adversely affect their ability to carry out the internal audit objectively and independently and will resign from the appointment forthwith.

4.) Fees

Our fees are based on the degree of skill and responsibility involved and the time spent on the work and are fixed on the basis of the responsibilities detailed above for each financial year. If it is necessary to carry out work outside the responsibilities outlined in this letter it will involve additional fees that will be agreed with the Council in advance.

Our terms relating to payment of amounts invoiced are strictly 30 days net. Interest will be charged on all overdue debts at the rate for the time being applicable under the Late Payment of Commercial Debts (Interest) Act 1998.

The fixed fee quotation for 2023/24 is £418 + VAT.

5.) Period of Appointment

Once it has been agreed, this letter will remain effective until it is replaced. The appointment is therefore for an unspecified period but subject to annual confirmation by the Council.

6.) Agreement of terms

The terms set out in this letter and our general terms of business shall take effect immediately upon your countersigning this letter and returning it to us or upon commencement of the internal audit, whichever is earlier.

Once it has been agreed, this letter will remain effective until it is replaced. We shall be grateful if you could confirm your agreement to these terms by signing the enclosed copy of this letter and returning it to us immediately.

Yours

JDH Business Services Ltd

I/We confirm that I/We have read and understood the contents of this letter and agree that it accurately reflects the services that I/We expect you to provide.

Signed.....Dated.....

For and on behalf of the Council

ALL PURPOSES COMMITTEE**FOOTPATHS SUB-COMMITTEE****Responsibilities**

The Footpaths Sub-Committee is Sub-Committee of the All Purposes Committee tasked with matters appertaining to Public Rights of Way and public walking paths and is tasked with:

- Help with the Councils walkers map revamp (printed) and creation of an online version of the re-vamped map
- Look at the types of maintenance required on paths, different methods or materials to repair or improve for walkers
- Create a document to list path repairs into a priority order; itemised programming for major works; list periodic maintenance tasks on certain paths/PROWs
- Form an overall strategic plan for working, improving, prioritising, bidding for funding to renovate, repair and improve the footpath networks in Euxton
- Look into forming a volunteer led walks to encourage use of the Euxton path network through guided or self guided walking routes
- Look into forming a volunteer group to carry out maintenance/improvement teams to target chosen paths
- Consider affiliate membership of PNFS (£22.50py) to access grants PNFS offer
- Utilise any and all resources available from LCC Highways and Footpaths section
- Seek grant funding opportunities
- Carry out any further work which are based on the above points which further progress the aims of this group

Objectives

- Continually review current responsibilities of this group to ensure they are relevant and useful
- Sanction maintenance, repairs or replacement of items where necessary
- Develop new ideas or projects to present to the All Purposes Committee

Delegation and Finance

This Footpaths Sub-Committee has access to a budget handed to it from Lancashire County Council called the Local Delivery Scheme – see appendix 1.

The Group, through the Clerk can liaise with relevant bodies at Borough, County and Regional levels, and with applicable granting or funding bodies, all appertaining to the Groups responsibilities.

The Council has some budget lines which can be utilised in some minor repairs but larger/regular/repeat items will need to be authorised through the All Purposes Committee if they are above the Clerks thresholds to approve.

The Footpaths Sub-Committee can prepare a budget proposal, for any major/new/additional projects which, in the Groups opinion, could be fulfilled by the Group, then refer to the All Purposes Committee for its consideration and approval to be passed to Full Council's Precept meeting or from a specific identified other budget.

Meeting Procedure

- The Chairman will instigate the meetings in liaison with the Clerk over matters which need to be considered
- Members of the Sub-Committee will receive an agenda and papers for each meeting convened
- All other Councillors (and public) can view the agenda and minutes of this Sub-Committee on the website

Quorum and Membership

- The Footpaths Sub-Committee will consist of elected members volunteering from the Full Council membership
- Minimum quorum for meetings shall be three (elected members)
- Membership can be extended to others such as interested residents or representatives from relevant groups

APPENDIX 1

LANCASHIRE COUNTY COUNCIL

PUBLIC RIGHTS OF WAY - LOCAL DELIVERY SCHEME 2023 - 24

The Lancashire County Council Public Rights of Way - Local Delivery Scheme is continuing this year and is an opportunity for parish/town councils and constituted community groups in the County to be involved in looking after public rights of way in their community.

Partners in the scheme can complement and support the work undertaken on the network by the County Council's Public Rights of Way Team and it provides an opportunity to identify certain works on public paths you think the community would benefit most from and use the grant accordingly. Lancashire County Council's Public Rights of Way Team has run the Local Delivery Scheme for several years and many parishes and town councils/community groups have taken part.

Public Rights of Way Local Delivery Scheme

The County Council has decided to continue to offer the grant at £500.00 per organisation - the scheme does not include stiles but includes vegetation clearance, signposts, waymarks, steps, gates, and assistance from yourselves with proposed developments in your vicinity that could affect any public right of way.

Biodiversity Small Grant Scheme

This year we are again offering a biodiversity grant. An annual lump sum payment of £300.00 per organisation is available in addition to the Local Delivery Scheme. This is towards local biodiversity - related projects

EUXTON PARISH COUNCIL

ALL PURPOSES COMMITTEE

Responsibilities

The All Purposes Committee is a standing committee of the Council which is tasked with:

- Communications and promotions (such as newsletter, map, calendar etc)
- Road safety issues in the village
- Improve, maintain, provide and/or create flower displays in the village
- Speed Indicator Device deployment around the village, information it provides
- Street furniture such as wayside seats, maintenance, replacement or creation of new sites
- Equipment purchase and maintenance
- Grant applications
- Christmas arrangements and celebrations
- Council regalia, promotion activities (such as competition entries, appearances etc) and associated projects
- Equipment required for the Council to improve its business, either for its employees, the Council, assisting the public at meetings

Sub-Committees

Sub-Committee called Footpaths Sub-Committee with a set of Terms of Reference

Objectives

- Continually review current provisions to ensure they are relevant and useful
- Sanction maintenance, repairs or replacement of items where necessary
- Develop new ideas or projects to present to Council if opportunities arise

Delegation and Finance

The All Purposes Committee has delegated responsibility, granted by Council, to achieve its responsibilities and objectives.

Therefore the Committee is empowered by Council, to deal directly with all relevant bodies at Borough, County and Regional levels, and with applicable granting or funding bodies, all appertaining to the Committee's responsibilities.

The delegated budgets for the All Purposes Committee ~~has delegated responsibility to spend from~~ are:

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EUXTON PARISH COUNCIL

Item 8

- Grants
 - ~~Subscriptions~~
 - Christmas
 - Euxton Gala
 - Speed Indicator Device/Road Safety
 - Pavement Sweeping Machine
 - Gardens/Planting/Competitions
- Publicity/Communication Engagement (newsletters, annual reports, leaflets, calendar etc)
- ECO/Trees/Foot/Cycle Heritage projects
- Defibrillator projects#
- Commemorative Events (eg. Coronation, etc)
- All Purposes Committee budget

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The All Purposes Committee is to prepare a budget proposal, for any major/new/additional projects which, in the Committee's opinion, should be referred to Full Council for consideration and approval at the Precept meeting - as per the Council's Standing Orders. This budget will include the requests of its sub-committees.

Meeting Procedure

The All Purposes Committee will abide by the Council's agreed Standing Orders in relation to Committee's.

- The Chairman of the All Purposes Committee will instigate the meetings in liaison with the Clerk over matters which need to be considered
- Members of the All Purposes Committee will receive an agenda and papers for each meeting convened
- All other Councillors (and public) can will receive view the Committee agenda and minutes on the website, ~~papers would be available on request~~

Quorum and Membership

- The All Purposes Committee is to consist the recommended numbers set by Full Council
- A quorum for meetings shall be three
- Membership of the Committee is confirmed at the Annual Meeting of the Council (in May)
- ~~If a resignation from a Committee will affect its ability to function (ie, membership drops below its minimum) the matter will go to a Full Council meeting for an additional member to be appointed to that Committee~~
- Additional Councillors can be added to the Committee on request, as maybe required due to newly co-opted Councillors

Standing Orders

Terms of Reference co-ordinate with the Council's current standing orders at section 4. A copy of the current Standing Orders relating to Committee's is attached below.

Extract from Euxton Parish Council's Standing Orders, Committee section:

3. COUNCIL COMMITTEES

3.1 Standing Committee

The Council may at the AGM appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

- a) shall not appoint any member of a committee so as to hold office later than the next AGM
- b) may set the membership number of a committee and its quorum number
- a) may at any time dissolve or alter the membership of a committee.

~~A committee is appointed for the purpose of discharging any of the council's functions. It is not necessary for the Council to ratify committee decisions where delegation applies although any motion which, if carried would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any Committee, or which would involve capital expenditure, shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon.~~

The Chairman of the Council shall be a member of every committee.

3.2 Chairman of Committee

The Chairman of a committee or the Chairman of the Council may summon a special meeting of that committee at any time. A special meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

3.3 Sub-Committees

Every committee may appoint sub-committees for the purposes to be specified by the committee. The Chairman and Vice Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

3.4 Quorum

A quorum for a standing committee or sub-committee shall be three or one-third of its total membership, whichever is the greater (see 1.5).

3.5 Rules of Debate

The Standing Orders on rules of debate (except those parts relating to standing and speaking more than once and the Standing Order on interests of members in contracts and other matters) shall apply to committee and sub-committee meetings insofar as they are appropriate (see 1.12).

3.6 Advisory Committee

The Parish Council shall set up and appoint representative(s) to advisory committees as required. An advisory committee may make recommendations and give notice thereof to the Council.

3.7 Voting in Committees

Members of committees and sub-committees shall vote by show of hands. **Chairmen of committees and sub-committees shall, in the case of an equality of votes, have a second or casting vote.**

3.8 Presence of Non Members of Committees at Committee Meetings

Any Council member shall unless the Council otherwise orders, be entitled to be present at the meetings of any committee or sub-committee of which he is not a member, and may speak but not vote at the meeting.

3.9 Discussions and Resolutions Affecting Employees of the Council

If at any meeting there arises any questions relating to employees, the matter should be referred to the Personnel Committee to discuss and reach a recommendation/decision to put before Council. If the matter is of some urgency then calling an extraordinary meeting of the Personnel Committee or the Council will need to be considered.

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