



St Frances Field Committee

Terms of Reference

Adopted at the Full Council meeting held on 18th May 2023

The role of the St Francis Field Committee is to work with the CIC on the management and development of St Francis Field.

1. Membership

- 1.1 The Committee shall consist of up to three members of Full Council.
- 1.2 The Committee shall also consist of up to 3 representatives of the CIC Management Committee.
- 1.3 The Chairman and Vice-Chairman of Northiam Parish Council will be ex-officio members unless they are committee members.
- 1.4 Full Council will elect members to the Committee at the Annual Meeting of the Parish Council each May.
- 1.5 The Committee will elect a Chairman at the first meeting of the St Francis Field Committee.
- 1.6 The Quorum for a meeting will be a minimum of three Councillor Members.

2. Meetings

- 2.1 The Committee is required to hold meetings on a monthly basis.
- 2.2 It is the responsibility of Committee Members to notify the office of their absence and apologies in response to the advertising of the agenda.
- 2.3 The Committee will have the right to convene special meetings in accordance with the Council's standing orders.
- 2.4 Committee meetings are formal and therefore the agenda will be displayed publicly and standing orders will apply.
- 2.5 The Clerk shall attend all Committee Meetings. The attending officer shall be responsible for producing accurate minutes of the meetings.
- 2.6 The Committee will hold no meetings in August unless there is urgent business to conduct.

3. Voting

- 3.1 All decisions of the Committee shall be determined by majority vote. The Chair of the Committee has the casting vote when there are equal numbers of votes.
- 3.2 The ex-officio members may not vote on resolutions unless they are full committee members.
- 3.3 The CIC representatives may not vote on resolutions.

4. Rights and Powers

- 4.1 To produce a 5 year costed, detailed project plan for the effective management and development of St Francis Field for approval by Full Council.
- 4.2 To help manage the day to day operational running of St Francis Field so that business can be transacted efficiently.
- 4.3 To receive quarterly report from the CIC.
- 4.4 To agree the annual programme of maintenance with the CIC.
- 4.5 To produce an annual budget for the project for approval by Full Council.
- 4.6 To identify and manage the effective delivery of project activities.
- 4.7 To identify potential sources of funding and prepare applications for grants and donations.
- 4.8 Spend costs up to the limit of the approved annual budget.

5. Rules and Regulations

- 5.1 The Councillor's Code of Conduct will apply to all Members of the Committee.
- 5.2 The conduct of the meeting will be governed by the Council's Standing Orders.
- 5.3 Any financial transaction approved by the Committee will be governed by the Council's Financial Regulations.