

RECREATION AND WELL-BEING COMMITTEE FOR BRUNDALL

Terms of Reference

The Committee is appointed by the Parish Council to advise on and/or co-ordinate recreational and well-being opportunities in Brundall.

The Committee recognises that it has a responsibility to support in the communication between the Community and the Parish Council.

1. The Committee shall comprise 12 members of whom a minimum of four shall be elected Parish Councillors, one of whom will be the elected Chairman. At the AGM in May the remainder shall be nominated by organisations within the parish boundaries. Each organisation may put forward one representative.
- 1.2. A meeting will only be quorate if 2 or more Parish Councillors are in attendance.
- 2.3. The Committee may, during the year, co-opt additional members for specific projects on a temporary basis.
- 3.4. Any change in membership of the Committee shall be confirmed by the Parish Council at its next ordinary Meeting.
- 4.5. All members of the Committee shall have equal voting rights.
- 5.6. A representative of the Land Management Committee may attend by invitation to the meetings of the Committee in an advisory capacity.
- 6.7. The Committee shall have a minimum of four meetings between Annual Parish Council Meetings.
- 7.8. The Parish Clerk and/or a Deputy Clerk shall be in attendance.
- 8.9. The Committee shall follow the regulations regarding committees as contained with the Parish Council's own Standing Orders.
- 9.10. The Committee will have access to a budget but any activities or proposals will be subject to approval by full Council. The budget can be spent on Committee projects or any non-Council events the Committee decides meets the recreation or wellbeing brief of the committee. As per the Grants and Donations policies the maximum proposed spend on any non-Council project will be £300
- 10.11. The Committee Chairman will provide the Parish Council with a report on its work at intervals of no more than three months.
- 11.12. The Committee's Terms of Reference shall be subject to the approval of the Parish Council and will be reviewed as per the Advisory & Scrutiny Committee review schedule.