



# Longstanton Parish Council

*The Village Institute, 24 High Street, Longstanton, CB24 3BS  
T: 01954 782323 E: clerk@longstanton-pc.gov.uk  
Parish Clerk: Mrs Libby White CertHE PSLCC*

## **GENERAL TERMS OF REFERENCE – ALL COMMITTEES AND WORKING PARTIES**

(Adopted on 9<sup>th</sup> March 2015)

**The Council's Standing Orders will apply to all Committees.  
Each Committee will have a maximum of 10min public session at the beginning of each meeting.**

The Terms of Reference of all committees and working parties are subject to the following reservations:

- a) That powers be exercised in accordance with any policy adopted or directions given by the Parish Council.
- b) That powers be subject to the Council's Standing Orders and Financial Regulations.
- c) That any unresolved differences between Committees/Parties will be referred to Full Council for determination.
- d) That any proposal that involves any major change in the existing policies approved by Council shall be submitted to the Parish Council for approval.
- e) Day to day management of Council matters rest with the Parish Clerk.
- f) Urgent and emergency matters may be dealt with as they arise by the Parish Clerk in consultation with the Committee/WP Chairman (or in his/her absence Vice-Chairman) and Chairman of the Parish Council and reported at the next appropriate Committee or Full Council meeting.
- g) Committees will bring to the attention of the Parish Council any matters being pursued by other local authorities / statutory / voluntary or other bodies which may have a beneficial or detrimental effect on Longstanton.
- h) All meetings will aim to commence no later than 7.30pm and aim to close no later than 9.30pm.
- i) Guest speakers should normally be limited to one per meeting with a time limit placed upon them.
- j) There will be a 10 minute public session with members of the public being able to speak on items on the agenda only. Public participation during the meeting is at the discretion of the Chairman and with the approval of the members of the committee.
- k) Committees will respond with critical appraisals to Minutes / Reports / documentation received from SCDC/CCC or other bodies that have been brought to the Council's / Clerk / individual Councillors or member of the public's attention, that may have an adverse or beneficial effect on Longstanton.

### **Delegation of Authority to Sub-Committees**

- a) Where a function within the terms of reference of a Committee has been further delegated to a sub-committee, the sub-committee will report their findings/recommendations back to the appropriate Committee or Parish Council as directed.