

EAST LEAKE PARISH COUNCIL

Committee Terms of Reference

Introduction

The Parish Council was created by statute. Its lawful acts, assets and liabilities are its own; **it may** only do what Parliament says it **may** do; **it is** the elected tier of local government, closest to the people; a civic administration, which serves the community as a whole

It is responsible for,

- drawing policies for action;
- managing its assets;
- setting budgets;
- achieving best value for money;
- improving the quality of life of the community and the local environment.

It has the power to,

- raise money through taxation (Precept);
- spend public money;
- provide services;
- influence other decision makers.

Committee System – see attached chart

East Leake Parish Council has a Committee system, consisting of Personnel & Finance Committee, Amenities Committee, Planning Committee and HR Committee.

Each Committee is made up of members elected at the Annual Parish Council meeting in May each year. The members of each Committee elect their Chairman and Vice Chairman for the next year. The Council Chairman and Vice Chairman are ex-officio members of all the Committees

Note: ELPC Standing orders assert that the person elected to chair any meeting, or the holder of any post, has the right to nominate the way they wish to be addressed. Thus, Chairman or Chair is commonly used by both genders

Committees may incur expenditure that has been approved by Council and agreed in the annual budget; otherwise, it must make recommendations to Council for final approval.

1 Personnel & Finance Committee

1.1 Purpose

To implement policies of the Council by instructing the Clerk, and monitor the effectiveness of actions taken by the Council to meet stated aims and objectives, including resource management (income and expenditure, staffing and premises) and make recommendations for approval by Full Council

1.2 Membership – 8

The Council Chairman and Vice Chairman, the Chair and Vice chair of Planning, the Chair and Vice chair of Amenities and 2 other councillors

1.3 Meetings

Personnel & Finance Committee meetings are usually held on the second Tuesday of the month at 7.30pm (often following an earlier 7pm Planning Committee meeting). As such Personnel & Finance meets in-between the monthly Full Council meetings on the fourth Tuesday of the month.

1.4 Quorum

At least 3 councillor members of the committee must be present

2 Amenities Committee

2.1 Purpose

To consider un-met needs and improve services provided in the village in order to create a better place to live, work and play

Adopted at Full Council April 2026