

# CAPEL PARISH COUNCIL – December 2023

## TERMS OF REFERENCE

### **Purpose of the committee**

The full Capel Parish Council committee (CPC) will consider matters of policy, planning, strategy, statutory requirements, and issues having major impact on the parish.

### **Aims and objectives.**

The role of CPC is as follows:

- To oversee the management and administration of CPC
- To consider and approve matters of CPC policy.
- To issue the Annual Precept to Mole Valley District Council
- To consider and approve any financial borrowing.
- To approve any expenditure from reserves or CIL
- To approve end of year accounts and Annual Return
- To authorise payment of CPC invoices
- To review, and amend if necessary, Standing Orders, Financial Regulations and Terms of Reference for committees.
- To fix the annual calendar of meetings for CPC and committees
- To fill member vacancies (in the case of co-option) occurring in CPC or its committees
- To appoint or nominate persons to outside bodies or organisations.
- To consider employment issues (except remuneration) relating to the Clerk
- To approve delegation of powers to the Clerk or other appropriate officer
- To consider planning applications, not dealt with under officers delegated authority.
- To consider any matters in connection with Data Protection or Freedom of Information Legislation
- To resolve the award of grants to local organisations
- To resolve the award of tenders
- To resolve changes in salaries and employment terms for CPC staff
- Any other matter not specifically within the remit of any committee of CPC

### **Meeting arrangements and frequency**

Full meetings will be held 12 times per year usually on the third Monday of each month unless stated on the agenda. A calendar will be agreed at the Annual

Council meeting. Election of the Chairperson will be the first business of the Annual Council meeting. The Clerk or other appropriate officer will record meetings. Meetings will begin at 7.30pm unless otherwise stated on the agenda. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.

### **Quorum**

A minimum number of three members (or one-third) are required for decision-making purposes in line with CPC Standing Orders.