

## General Terms of Reference of Council's Committees

These Terms of Reference were adopted by Kennington Parish Council at its meeting held on 13 July 2017 (minute No: 113.17)

1. The Chairman is an ex-officio member of all committees and advisory working groups.
2. The committees and advisory groups can decide whether it is appropriate to co-opt members who are not Parish Councillors.
3. Unless committee has been given delegated authority, all committees and advisory working groups shall provide a written report with recommendations as necessary, to the Parish Council. If agreed by the Parish Council, recommendations may be referred back to the appropriate committee/advisory working group for further consideration.
4. Committees must keep Minutes; advisory working groups will not be expected to keep separate minutes.
5. Committees are public meetings; advisory working groups are not open to the public.
6. Councillors can attend committees and advisory working groups even if they are not members.
7. The Clerk shall service the Parish Council and committees, and relevant advisory working groups.