

Kennington Parish Council

General Terms of Reference of Council's Committees and Working Groups

Adopted and agreed on 10 June 2021 (minute no: 94.91)

Last reviewed on 10 April 2025 (minute no: 594.24)

1. The Chair is an ex-officio member of all committees and advisory working groups. The Chair shall have the right to speak at meetings but does not have voting rights.
2. Appointment of members to all committees will be made at the Annual Meeting of the parish council.
3. The committees and advisory groups can decide whether it is appropriate to co-opt members who are not Parish Councillors.
4. Unless committee has been given delegated authority, all committees and advisory working groups shall provide a 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.
5. Committees must keep minutes; advisory working groups will not be expected to keep separate minutes.
6. Committees are public meetings; advisory working groups are not open to the public.
7. Councillors can attend committees and advisory working groups even if they are not members.
8. The Clerk shall service, attend and take minutes at parish council and committee meetings.
9. The Clerk shall assist with relevant advisory working groups but not attend or take minutes at any working group meetings.

REVIEW PERIOD

The Terms of Conditions for this Committee will be reviewed every two years unless there is any specific changes in between.