

COMMITTEE MEMBERSHIP & TERMS OF REFERENCE 2018-19 – 15/05/18

Chair and Vice-Chair to be *ex-officio* members of all committees with full voting rights.

Voting substitutes should be agreed in advance of meetings if possible

All committees (and CTC) may appoint Task and Finish / Working Groups to investigate specific items, reporting back to their respective committees or full Council until the project is completed.

Committees: (Quorum – 3 members)

Executive Committee: A group of any Councillors who can attend

The Committee will meet when decisions have to be made in advance of the next full Council meeting with the full powers of the Town Council, except that of deciding the precept.

Finance, Budgets & Staffing Committee: *CTC Chairman & Vice-Chairman:* Cllrs G Blundell, S Burton, S Hannant, P O'Connor

The Committee will have responsibility for dealing with all matters to do with finances, preparing the budget and staff issues. The committee will meet as and when required.

Property & Environment Committee: *Meets at 7pm CTC Chairman & Vice-Chairman &*

Cllrs M Bedford, G Blundell, P Cooper, T East, L Glover, J Newby, P O'Connor.

To deal with all matters concerning buildings and open spaces. Grounds to be included on every agenda as a standing item. The committee will meet as and when required.

Working Groups set up for specific projects: (Quorum – 3 members)

Community Engagement WG: *CTC Chairman & Vice-Chairman & Cllrs G Blundell, D Burrill, S Burton, P Cooper, D Gunby, J Newby, P O'Connor.* Co-opted: DCllr V Bell. (Reports to Full Council)

Fees & Charges WG: *CTC Chairman & Vice-Chairman & Cllrs G Blundell, S Burton, D Gunby, P O'Connor*

To set fees for hall hire, burials & memorials and pitch & MUGA / tennis court hire

(Subsidiary of the Finance, Budget & Staffing Committee; reports to Full Council).

Fete & Fair 2018 WG: *CTC Chairman & Vice-Chairman & Cllrs G Blundell, L Glover, D Lister.*

To organise all aspects of the fete & fair & “Wash-up” session. (Reports to Full Council)

General Data Protection Regulation WG: *CTC Chairman & Vice-Chairman & Cllrs S Blundell, D Burrill, J Newby, P O'Connor*

Natural Burial WG: *CTC Chairman & Vice-Chair, Cllrs T East, D Gunby, S Hannant, P O'Connor, R Piesse.*

To manage the natural burials & cemetery extension projects (Reports to Property & Environment Committee and / or Full Council)

Local Infrastructure / Local Plan / Easton WG: *CTC Chairman, Vice-Chair & Cllrs G Blundell, T East, D Gunby,*

J Newby, P O'Connor. - includes Easton & Bawburgh Councillors where relevant

To discuss new Local Plan for development / Food Hub / Longwater Interchange / NDR. (Reports to Full Council)

Woodlands & Walks WG: *Cllrs P Cooper, P O'Connor.* Co-opted: Mrs P Williamson (Volunteer Tree Warden)

To collect evidence for submission for Right of Way registration for Costessey- Bawburgh path and Townhouse Road-Marriot's Way permissive route. Also, Greenhills Woods & QH Country Park

(Reports to Full Council). **NB:** *Some overlap with the P&E Committee*