

## WARLINGHAM PARISH COUNCIL

### WARLINGHAM GREEN IMPROVEMENT PROJECT STEERING COMMITTEE PHASE 1 TERMS OF REFERENCE

#### 1. PURPOSE

On behalf of Warlingham Parish Council ("the Council"):

- a) To enable the implementation of the Green Improvement Scheme ("The Plan") by securing the services of appropriately qualified firms and individuals to design, project manage and construct the improvements incorporated within The Plan, recommending their appointment to the Council
- b) To act as the Project Steering Committee for the implementation of The Plan by agreeing the project plan, receiving regular progress reports against it, monitoring spend against budget and reviewing issues and risks and initiating remedial/other action as necessary, with the aim of delivering The Plan on time and within budget.
- c) To ensure good communications with residents and traders in Warlingham on the progress of The Plan.

#### 2. AUTHORITY

The Committee is established by and takes its authority from the Council. It is accountable to the Council and its activities shall be reported at each Council meeting. It is not authorised to let, take or make any contract, license or lease.

This Committee has delegated authority to make payments that fall due in accordance with contracts agreed by the Council and that relate to The Plan. For example, payments due against completion certificates and which are due to be reimbursed by Tandridge District Council (TDC). In each case, at least two Council members of the Committee must agree that a disbursement can be made from Council funds before the Clerk can complete a payment.

Any payment that falls outside of the terms of the original contracts and/or estimates, including contract variances, must be presented to the Council for consideration.

Any reduction in the scope of The Plan must be approved by the full Council.

The Committee must adhere to the terms of the Council's Financial Regulations in all other respects.

#### 3. MEMBERSHIP

The membership of the Committee will be six councillors, up to three representatives of the traders and one representative of Warlingham Events representing those who organise events on The Green.

#### 4. MEETINGS

The Committee will meet as often as required to progress matters and, as a minimum, monthly during the implementation stage. Meeting notes are to be taken and passed to the Clerk for filing.

There must be three Parish councillors present and voting for a meeting to be quorate. Non-Council Committee members do not have any voting rights. If a meeting is, or becomes, inquorate no business shall be transacted and the meeting shall be closed. The remaining business on the agenda for the meeting shall be adjourned until the next meeting.

*Warlingham Green Improvement Phase 1 Steering Committee Terms of Reference*

All the Council's appointments to the Committee, including the role of Chairman, will be made by the Council and thereafter at the Council's Annual Meeting in May. If the appointed Chairman is absent from a meeting, the first task of the Council members present will be to elect a Chairman from amongst those councillors present.

The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.

Additional or replacement Committee members, drawn from the members of the Council, may be appointed by the Council during the year. The term of office shall cease at the next Annual Meeting of the Council. Any Parish councillor may attend a Committee meeting if they so wish.

Meetings will be publicised at least three clear days before the date of the meeting. The three days does not include the day on which the notice is issued or the day of the meeting unless the meeting is convened at shorter notice. A printed agenda for each meeting shall be available before its start.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by resolution which shall give a reason or reasons for the public's exclusion.

There will be no requirement whatsoever on an assembled Committee to hear from members of the public either before, during or after a meeting.

## **5. CONDUCT**

All members of the Committee, including non-councillors, shall observe the Code of Conduct adopted by the Council to ensure that the members act in a professional manner and maintain the high standards of the Council in all of the Committee's activities.

## **6. ROLE OF THE CLERK (PROPER OFFICER)**

The Clerk shall:

- a) Issue the notice of a meeting to all Committee members which will confirm the date, time and place
- b) Display the notice of a meeting on the Council's notice board and website within the notice period as set out in item 4 above
- c) Attend Committee meetings in his/her capacity as the Council's Responsible Finance Officer and provide the Committee with monthly financial reports.
- d) Maintain a file of meeting notes
- e) Maintain records in accordance with the terms of TDC's CIL Grant Letter.

## **7. STANDING ORDERS**

In respect of all other issues relating to meetings, the Council's Standing Orders will be the Committee's guide and reference. This includes, for example, matters relating to extraordinary meetings, public participation and dealing with previous resolutions.