

## **Terms of reference for the New Projects Committee of Brown Edge Parish Council**

The Committee must at all times consider it's duty to uphold the Nolan Principles and act in the best interests of our community.

### **Scope**

This Committee has delegated responsibility for the Investigation, Scoping planning and fulfilment (if approved by the full council) of any new projects ie services or facilities for the inhabitants of Brown Edge.

The committee will operate in line with standing orders.

### **Modus Operandi**

- The committee will receive and suggestions from the council or from the wider community to investigate the ways and means to introduce that suggestion including a best estimate (not a quotation) for the cost and timescales of implementation of the project.
- This will be presented to the full council for a decision in principle to progress the project or for it to lie on the table.
- If approved the committee will if required to obtain quotations that will be opened and decided at a Full council meeting in line with standing orders
- If no quotation is required because local labour is being donated then approval for the project is required from the council.
- If chairman is in any doubt as to whether the project falls under the maintenance committee or his own he will refer to the council chair for guidance.
- The Activity Tracker spreadsheet appertaining to new projects is to be maintained for reference and as some of the Projects the PCL are undertaking are significant and will take several years to fulfil a monthly progress report is required.
- The Committee will have no delegated spending powers other than that pre authorised by the council, and will make recommendations to Council for any additional expenditure required.
- The Committee shall meet as necessary, and may establish working groups in the furtherance of any of its responsibilities.
- The Committee is organised to the same rules as other Council meetings regarding notices, conduct of business – see Parish Council's Standing orders for further details.
- Hybrid meetings can be held and so the clerk does not need to attend personally and recordings of meetings are taken
- A monthly report of activity is to be made to the full council to be read out at the meeting.
- The Chair of the committee will liaise with the Clerk over agenda items.
- Any matters that fall under the remit of the Committee are to be forwarded to that committee immediately by the Clerk upon receipt of the matter.

### **Members**

- 3 Councillors + 1 non council member
- Quorum 2 members

### **Appointment of Committee**

- Members Elected annually at the Annual meeting of the Parish Council. 1 non council member can be appointed by the committee if they feel this will assist them. or at the first meeting of the Full Council where a vacancy exists.
- A Chair of the committee will be elected by the full council annually at the Annual Parish Council Meeting or at the first meeting of the Full Council where a vacancy exists.

These Terms of Reference adopted by the Council on  
*For annual review at Annual Council Meeting*