

LONGFRAMLINGTON PARISH COUNCIL

School Community Project Committee Terms of Reference

Adopted by Longframlington Parish Council at its Meeting held on 2nd November 2022

Minute Ref: **20221102/8 iii a**

Review Date: **1st November 2023**

Authority

The School Community Project Committee is appointed by Longframlington Parish Council on these Terms of Reference.

Longframlington Parish Council may resolve at any time to modify the Committee's powers and/or these Terms of Reference.

The Committee may establish working groups will deal with specific issues or aims. Such working groups will be advisory only and will make reports or recommendations to the Committee.

The Committee is given delegated powers to proceed with project implementation and associated agreed expenditure, as long as this is in full accordance with plans and timetables agreed with Longframlington Parish Council.

All Committee Members must comply with Longframlington Parish Council's Code of Conduct.

Membership

The Committee shall consist of:

Voting Members

Three Councillors, to be appointed each year by Longframlington Parish Council.

Non-Voting Members

The Committee may co-opt additional members with specific expertise, as required, to provide guidance and assistance. These members do not have voting rights.

Members must not be disqualified from being elected or being a member of a local authority, pursuant to Part V of the Local Government Act 1972.

Chair Person and Deputy

The Committee will elect a Chair from among the Councillor Members at its first meeting following the Parish Council Annual Meeting, or as the need arises.

The Committee may elect a Deputy-Chair from among the Councillor Members at its first meeting following the Parish Council Annual Meeting or as the need arises.

Meetings

The Committee will be required to meet at least twice a year.

Meetings shall require a quorum of not less than two thirds of voting members.

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Functions

The Committee will:

- Work to establish a purpose-built, energy-efficient village school in Longframlington.

The Parish Council may delegate any actions to the Committee to further these aims. This may include but is not limited to:

- liaising with third parties
- producing publicity materials for inclusion on the Parish Council's website or in the FramNews;
- undertaking research or investigations into possible actions or measures.

Finances

The Committee may prepare an annual budget for the next financial year if it requires funding for the forthcoming financial year. This must be presented to the Parish Council not later than 1st December. Longframlington Parish Council will consider and approve the budget, with or without amendments.

The Committee is only authorised to commit expenditure in accordance with the approved budget. Any changes or additional expenditure must be approved in advance by Longframlington Parish Council.

Invoices should be presented for payment at the next Longframlington Parish Council meeting.