UFFCULME PARISH COUNCIL

TERMS OF REFERENCE FOR PARISH COUNCIL COMMITTEES, SUBCOMMITTEES AND ADVISORY COMMITTEES

1. Background

1.1. These Terms of Reference apply to any Committee, Subcommittee and Advisory Committee (Working Group) of Uffculme Parish Council (the Parish Council) in the course of its work within the civil parish of Broadclyst.

2. Committee Structure and Members Term of Office

2.1. In its 2023-27 Term, Uffculme Parish Council has the following Committees:
2.1.1. Planning
2.1.2. Burial Board
2.2. The Council reserves the right to amend its Committees, Subcommittees, Advisory Committees and their Membership at any time.
2.3. Uffculme Parish Council has the following Advisory Committee:
2.3.1. Broadpath/Hillhead Liaison
2.3.2. Mole Valley – Uffculme Feed Mill Liaison
2.3.3. Open Spaces & Footpaths
2.3.4. Parish Emergency Planning
2.3.5. Uffculme Village Hall
2.3.6. Road Warden Scheme
2.3.7. Uffculme Bowling Club
2.3.8. Ashill Village Hall
2.3.9. Men's Club
2.3.10. Allotment Association
2.3.11. Magelake
2.3.12. Green Team
2.3.13. United Charities
2.3.14. Maintenance
2.3.15. Traffic
2.3.16. Schools
2.3.17. Uffculme and Ayshford Trusts
2.3.18. Police Liaison
2.3.19. Youth
2.4. The Term of Office for Committee Members shall be 4 years, reviewed Annually in May.

3. Responsibilities

3.1. A Committee, Subcommittee and Advisory Committee is established for a specific part of the Parish Council's responsibilities and will make recommendations to the Parish Council. The group will undertake the following, subject to the approval of the Parish Council:
3.2. Work with Officers from Uffculme Parish Council and Mid Devon District Council and other Councils/Agencies (where appropriate) to ensure that all works and projects conform to National and Local policies, plans and procedures;
3.3. Ensure involvement is open to all members of the community and other relevant bodies;
3.4. Pass all relevant information to Parish Council Officers for publication on the Parish Council's website.
3.5. Committees shall not incur expenditure without prior authority from the Parish Council, outside delegated spends. Amounts under £500 can be authorised by the Clerk following a mandate produced at a formal committee meeting, by request from the Chair.

4. Membership

4.1. Committees will consist of Members of the Parish Council. A Chairman will be elected annually at the Annual Meeting of the Parish Council, which is held in May of each year.

4.2. All elected members of Committees are to be approved by the Parish Council at its Annual Meeting in May.

4.3. A Committee may invite other individuals to join the Committee (with the exception of Planning and Burial Board), Subcommittees, Advisory Committees or teams to undertake various tasks or projects forming part of its work. A Committee may also set up a Subcommittee or Advisory Committee for a specific purpose – such Subcommittees and Advisory Committees will be bound by the Terms of Reference adopted by the Parish Council for Committees, Subcommittees and Advisory Committees.

4.4. Parish Councillors must observe the Code of Conduct adopted by the Parish Council when they are acting as members of all Committees, Subcommittees and Advisory Committees.

4.5. All Members of Committees, Subcommittees and Advisory Committees must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views that are different from their own.

4.6. In accordance with Standing Orders, the Chair of the Parish Council shall serve as an ex-officio member of all Committees and Working Groups.

5. Meetings

5.1. Committee meeting dates will be set annually by the Clerk and approved by the Parish Council.

5.2. The quorum for a meeting is 3.

5.3. Meetings will be formal and open to members of the public.

5.4. Committees, Subcommittees and Advisory Committees may invite individuals or organisations to attend meetings to give advice on any relevant topic.

5.5. The Parish Clerk will attend Committee meetings, and may attend Subcommittee and Advisory Committee meetings as an advisory Officer.

5.6. Minutes of Committee meetings will be submitted to the Parish Council for ratification, consideration of recommendations, and to be published on the Parish Council's website.

6. Delegated Powers

6.1. The Parish Council has resolved to give the following delegated powers to its committees:

6.1.1. **Planning**

6.1.1.1. In respect of decisions on the Parish Council's response as a statutory Consultee for planning applications relevant to the Parish (or neighbouring parish where an interest exists for Uffculme Parish Council) submitted to Mid Devon District Council or other Local Planning Authority as appropriate

6.1.2. **Burial Board**

6.1.2.1. In respect of burials within the cemetery, to execute all burial matters & decisions in accordance with policies contained within the Cemetery Terms.

7. Declaration of Interest

7.1. The Council will keep a record of Declarations of Interest which will also be made a public record via Mid Devon District Council.

8. Review of Terms of Reference

8.1. The Parish Council will be responsible for agreeing the Terms of Reference and any relevant amendments to them.

Signature of Chair

Version control

Date of Adoption:	May 2026
Review due:	May 2027