



**Approved: 12/05/2025**

**Minute Ref: 25/17a**

## **Appendix D**

### **COMMITTEES**

The Clerk is to keep this list of committees and terms of reference up to date for review at each Council meeting if there are any changes.

All committees at the first meeting will elect a chairman and vice chair before conducting another business.

All committees will draft their terms of reference at their first meeting which subsequently be approved by Council.

1. All meetings of Parish Council committees will be convened in accordance with the Parish Council's Standing Orders.
2. Committee agendas and minutes will be structured and formalised by the Clerk in discussions with the Committee Chair and meetings will be minute by a delegated officer of the council.
3. Minutes will be kept as a record by the Clerk and so that progress can be reported back to council at its monthly meetings.
4. The press and public may be excluded from committee meetings if 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 shall be by a resolution which shall give reasons for that exclusion.
5. A committee will consist of a minimum of four councillors, - one being selected as chairman and a second as vice-chair.
6. Delegated powers will be defined with a scheme of delegation to be confirmed at the Annual Parish Council meeting.
7. All committees will have one or more specific purposes and remits which will be identified when the committee is set up.

## DATCHET PARISH COUNCIL



8. Committees do not have the authority to make decisions on behalf of the Council and must report their findings at monthly Council meetings for a final decision, unless the Council has expressly resolved to delegate specific authority to them.
9. Committees may create advisory groups or working groups to deliver a specific objective. These groups will work within an agreed brief. These groups will be wound-up at the completion of their task.
10. All committees will be reviewed at the Annual Statutory Meeting in May to decide whether or not there remains a need for them to continue.
11. The meeting calendar of each committee will be agreed annually.