

Bourton-on-the-Water Parish Council

COMMITTEE TERMS OF REFERENCE

IT SUB-COMMITTEE

The IT Subcommittee has the power to make recommendations to its parent Committee, which is the Finance and General Purposes (F&GP) Committee or, by agreement, directly to the Council as set out below, and to spend / manage the Subcommittee's annual budget as approved by the F&GP Committee.

Number of seats: 4
Quorum: 3
Frequency of meetings: Quarterly or as required

- Establish and maintain in good order the Communications & Information Technology systems in the George Moore Community Centre for use by Council Staff and Officers and those renting short-term access to its meeting rooms and facilities;
- Ensure that Council is compliant with website accessibility requirements;
- Manage, monitor and spend sums in the approved Subcommittee budget as determined by the F&GP Committee, subject to the Subcommittee's minuted decision;
- With due regard to Health and Safety legislation, GDPR, identify and assess any risks associated with the Subcommittee's remit and, where needed, identify and instruct mitigating actions;
- Make the relevant decisions on behalf of the Council and its F&GP Committee, for the overall responsibility of the above, and when felt appropriate, to refer matters upwards for approval;
- Authorise correspondence that will not, in itself, result in Council expenditure or bind the Council to any course of action, except for that already approved or provided for in the annual budget;
- Present Minutes to the F&GP Committee after each Subcommittee meeting and to report, in the interim, regarding emergency approvals as and when required;
- Consider and agree projects/activities on an annual basis;
- Prepare by October in each year project and budget proposals for the following financial year, for the F&GP Committee's approval and submission to the Council.

Adopted 1st September 2021