



Hartlip Parish Council

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1. Chairman and Committee Membership

Parish Council Chairman	Cllr Tobias Daley
Parish Council Vice Chairman	Cllr Sharon Black
Full Council Tobias Daley (Chair) Sharon Black (V Chair) John N Davies John Davies Debbie Harper Gaye Maleed Melanie Rose	
Auxiliary Committees / Working Groups Precept Working Group Tobias Daley, John Davies, Gaye Maleed, Melanie Rose Recreation Ground Working Group Debbie Harper, Tobias Daley, Sharon Black, John Davies D-Day Working Group Tobias Daley, Sharon Black, John N Davies, Gaye Maleed	

2. Representatives on External Bodies

Melanie Rose	Village Hall Committee

3. Introduction

Groups may exercise delegated functions on behalf of the parish council under the following terms of reference subject to:-

- The parish council's approved budget and financial regulations
- Any previous minuted decision of the parish council
- Any matters reserved to the parish council by law

4. Precept Working Group

a) Role of the Committee

The role of the Precept Working Group is to develop strategies for the management and running of Hartlip Parish Council. This includes but is not restricted to the annual budget and setting of the precept.

The Group report their findings for recommendation to the Full Council for recommendations and decisions.

b) Membership

- i. The Committee shall consist of up to **four** Councillors appointed at the Annual Meeting

(or subsequently) of the Parish Council each May.

- ii. The Chairman and Vice-Chairman of HPC will be ex-officio members unless they are members.
- iii. The working group will elect a Chair from Councillor members at its first meeting after the Annual Meeting of the Parish Council.
- iv. The Quorum for a meeting will be a minimum of three Councillor Members.

c) Meetings

- i. The working group will hold meetings as and when required.
- ii. Meetings are informal and therefore no agenda will be displayed publicly, standing orders will still apply.
- iii. If possible the Clerk or other appropriate officer shall attend meetings.
- iv. The meetings shall not be open to the public.

d) Voting

- i. All decisions of the working group shall be determined by majority vote.

e) Responsibilities

- i. The precept working group is responsible for the production of the annual budget and the proposed precept.

f) Rules and regulations

- i. The Councillor's Code of Conduct will apply to all members of the Committee.

5. Recreation Ground Working Group

a) Role of the working group

The role of the Recreation Ground Working Group is to provide a forum to look into any issues facing the facility and its parishioners, in greater depth than is possible at Full Council. The Group report their findings for recommendation to the Full Council for decisions.

b) Membership

- i. The working group shall consist of up to **four** Councillors appointed at the Annual Meeting of the Parish Council each May (or subsequently).
- ii. The Chairman and Vice-Chairman of HPC will be ex-officio members unless they are members.
- iii. The working group will elect a Chair from Councillor members at its first meeting after the Annual Meeting of the Parish Council.
- iv. The Quorum for a meeting will be three members.

c) Meetings

- i. The working group will hold meetings as and when required.
- ii. Meetings are informal and therefore no agenda will be displayed publicly, standing orders will still apply.
- iii. If appropriate and if possible, the Clerk shall attend meetings.
- iv. The meetings shall not be open to the public.

d) Voting

- i. All decisions of the Committee shall be determined by majority vote.

e) Responsibilities

- i. The working group is responsible for strategic direction and development of the facility.

6. D-Day Working Group

f) Role of the working group

The role of the D-Day Working Group is to provide a forum to look into and plan the Hartlip Parish D-Day celebrations 2024. The working group will assess the subject in greater depth than would be possible at Full Council. The Group report their findings for recommendation to the Full Council for decisions.

g) Membership

- i. The working group shall consist of up to **four** Councillors appointed as and when required.
- ii. The Chairman and Vice-Chairman of HPC will be ex-officio members unless they are members.
- iii. The working group will elect a Chair from Councillor members at its first meeting.
- iv. The Quorum for a meeting will be three members.

h) Meetings

- i. The working group will hold meetings as and when required.
- ii. Meetings are informal and therefore no agenda will be displayed publicly, standing orders will still apply.
- iii. If appropriate and if possible, the Clerk shall attend meetings.
- iv. The meetings shall not be open to the public.

i) Voting

- ii. All decisions of the Committee shall be determined by majority vote.

j) Responsibilities

- i. The working group is responsible for strategic planning for the event.

7. Delegation to Proper Officer

- a) To spend costs up to the limit as within the constraints of the annual budget within the financial regulations.
- b) To approve Council expenditure up to £1000 outside of pre-approved budgets in cases of extreme risk.
- c) To manage the day to day administration for the Hartlip and advise on governance and any legal issues.
- d) Assist members manage day to day maintenance and administration for existing open spaces, street furniture and playgrounds within approved budgets.