



'THE BYWAYS' COMMITTEE

TERMS OF REFERENCE

'The Byways' Committee's Terms of Reference were adopted by full Council at its Meeting held on Thursday 21st March 2019 ref Cou/158/18-19

1. Committee

Committee is constituted as a Standing Committee of Kirby Muxloe Parish Council and has the power to spend as per their allocated budgets.

2. Members

- A minimum of **three** Parish Councillors appointed annually at the Annual Meeting as voting members to include the Chairman and Vice Chairman of Council being ex officio. The quorum of the Committee shall be two Members.
- 'The Byways' Committee may co-opt members of the public onto the committee to assist its deliberation, however co-opted members will have no voting rights.
- 'The Byways' Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.

4. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

Adopted by the Parish Council at its Meeting held on Thursday 21st March 2019 ref Cou/158/18-19

5. Chairman

The Chairman is to be elected annually by the Committee at their first Meeting.

6. Meetings

The Committee will meet bi-annually and at such further times considered necessary by the Chairman.

7. Terms of Reference

To review the Terms of Reference of 'The Byways' at the first meeting of the Committee after the Annual Meeting of Council or when necessary, and make appropriate recommendations to Full Council.

8. Duties and Functions

The purpose of the Committee is:

- To manage, control and develop 'The Byways' and to make recommendations in respect of the letting fees to full Council;
- To receive and act on requests associated with 'The Byways' and to be responsible for risk assessment.
- To prepare a draft budget for consideration by Full Council in November each year for the following years 'Byways' spend;
- To make recommendations in relation to the lease relating to the property