



General Purposes Committee – Terms of Reference

- 1.0 The General Purposes Committee shall be appointed by the Council at the Annual Meeting of the Parish Council
- 2.0 It shall be charged with considering all issues that do not fall under the remit of existing committees and will deal with matters that have been adjourned by full council or specifically referred to this committee to deal with.
- 3.0 It shall present the minutes of every meeting, including any sub-committees, to the council for consideration only.
- 4.0 It shall undertake other tasks and make such reports as it may be directed to do by the Council or by officers of the Council.

Standing orders

1.0 Membership

- 1.1 The membership of the Committee shall be limited to eight (8).

2.0 Quorum

- 2.1 Except where ordered by the Council, the quorum of the Committee shall be three (3).
- 2.2 The quorum of a sub-committee shall be half its membership or three (3), whichever is the greater.

3.0 Meetings

- 3.1.1 **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- 3.2 **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**

- 3.3 **Meetings shall be open to the public unless 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 from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- 3.4 **With reference to photographing, recording, broadcasting or transmitting is allowed during the proceedings of any public session of the council or its meetings, provided that the clerk and/or chairman are informed that this will take place before the meeting commences. Any recording must cease if the council resolves to move into confidential session as per the Public Bodies (Admission to Meetings) Act 1960**
- 3.5 **In accordance with standing order 3.3 above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- 3.6 **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- 3.7 **The minutes of a meeting shall record the names of councillors present and absent.**
- 3.8 **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- 3.9 **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes**
- 3.10 **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- 3.11 The meetings of the Committee shall be held at Unit 2, Pyramid Shopping Centre, Bretton or other suitable venue on the second Monday of the month following a full Council meeting. In the event of there being insufficient business to transact the clerk to be authorised, in consultation with the Chair, to cancel the meeting
- 3.12 The Chairperson of the Committee or the Chairperson of the Council may Summon a special meeting of the Committee at any time.
- 3.13 A special meeting may also be called on the requisition, in writing, of two members of the Committee. The requisition must clearly state the business to be considered.
- 4.0 **Order of Business**
- 4.1 At its first meeting and before proceeding to other business, the Committee must elect a Chairperson from its membership.
- 4.2 It must also elect a Vice-Chairperson.

4.3 Both Chairperson and Vice-Chairperson shall hold office until the next Annual Meeting of the Council.

5.0 **Sub-Committees**

5.1 The Committee may appoint sub-committees for the purposes specified by the Committee.

5.2 The Chairperson or Vice-Chairperson of the Committee shall be a member of every sub-committee unless they signify that they do not wish to serve.

6.0 **Rules of Debate**

6.1 The rules of debate as set out in Council Standing Order 6. shall apply to this committee

7.0 **Voting**

7.1.1 Members of the Committee or any sub-committee shall vote by a show of hands.

8.0 **Finance**

8.1 Matters of finance can be dealt with by this committee but limited to a maximum financial limit of £500 however applications for a grant cannot be decided by this committee which must be dealt with by full council or the finance committee.

9.0 **Other Matters**

9.1 Any matter or situation not covered by these Standing Orders shall come under the jurisdiction of the Council's Standing Orders.