

ROSSINGTON PARISH COUNCIL

PROJECTS COMMITTEE

TERMS OF REFERENCE



Name

1. The Committee shall be known as The Projects Committee

Membership

2. Membership of the Committee is open to any Councillor who wishes to be a member.
 - 2.1 Councillors who are not members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one half of its membership whichever is greater.
4. The Committee shall elect a Chair at the first meeting after the Annual General Meeting. The Chair's period of office shall be one year.
5. The Committee shall elect a Vice-Chair at the first meeting after the Annual General Meeting. The Vice-Chair's period of office shall be one year.
6. The Chair if present shall chair the Committee meeting.
7. If the Chair is not present then the Vice Chair shall chair the meeting.

Conduct of the Meeting

8. All meetings of the Project Committee shall be convened in accordance with the Parish Council's Standing Orders and Current Legislation.
9. All business undertaken at the Project Committee shall be done so in accordance with the Parish Council Standing Orders and Current legislation.

Area of Operations

10. The Committee shall be responsible for and have authority for (unless stated elsewhere) the following aspects of the Parish Council's functions:

Parish Council Annual Events

- 10.1 To arrange and co-ordinate the Parish Council's annual events and any other such events as agreed to from time to time
- 10.2 To organise and co-ordinate the Parish Council's Christmas Lights display; setting up and reviewing contracts.
- 10.3 To arrange and co-ordinate the village flower beds, tubs and planters: setting up and reviewing contracts.

10.4 To liaise with Doncaster Council on the development of Rossington Market Place.

10.5 To liaise with Bankwood Lane Allotment Association offering support as and when required.

10.6 To review each Parish Council event only at the meeting following the event.

10.7 The PO and the RFO to only respond and correspond with credible and identifiable sources on behalf of the Parish Council.

Promotion

10.8 To promote the village through appropriate media and via the website and Parish Facebook

10.9 To work with village traders

10.10 To support any other Council events in the village

- 11.** The Committee has authority to proceed with all items within its budgets, but must refer to Full Council when non-budgeted expenditure is anticipated.
- 12.** The Committee shall appoint a Sub-Committee and Working Groups as and when is deemed necessary and shall set out Terms of Reference for those bodies.
- 13.** The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.