

GNOSALL PARISH COUNCIL

Procedures Review Committee Terms of Reference

Membership

The committee shall consist of up to 8 councillors excluding ex officio members. The Chairman and Vice Chairman shall be ex officio member of the Committee. Non-councillors may be co-opted where expert advice is needed (not to exceed the number of member minus 1).

Meetings

The Procedures Review Committee will meet at least once a year or as required.

Quorum

Minimum of 3, or one-third of the membership of the Committee.

Principal Objectives

To review procedures as requested by Gnosall Parish Council from time to time and draft proposals to be considered by the Council, and to consider any items that would further the aims of the Council.

Duties and Functions

- Annual review of Standing Orders and Finance Regulations.
- Regular review of Policies and Procedures.
- Review of Terms and Conditions as and when necessary.
- To check relevant new legislation and report any changes needed to Policies and Procedures.

