

Internal Committee: Terms of Reference

Approved: XXXXX

GENERAL

The Internal Committee is established to manage the approval of policies and procedures, and some other administrative functions

1. The Internal Committee has delegated authority to approve policies and procedures (with the exception of the Standing Orders and Financial Regulations).
2. The Internal Committee has the delegated authority to make decisions as may be requested by full council with regard to administrative functions.
3. The Terms of Reference should be read in conjunction with the Parish Council's adopted Standing Orders and Financial Regulations.
4. In applying the Terms of Reference, the Committee is empowered to consult, insofar as it might consider it necessary or desirable, with the full council.

COMPOSITION

The Committee shall comprise of at least three councillors. The quorum shall be set by full council (minimum of three).

POWERS

The Committee can make such decisions on behalf of the Council, as has been delegated to it by the Council.

ROLES AND FUNCTIONS

1. The objective of the Committee is to determine and approve the policies, procedures, and notices required by the Council, with the exception of the Standing Orders and Financial Regulations.
2. To agree the schedule of approval of the policies, procedures and notices, to enable all to be reviewed annually.
3. To make decisions with regard to administrative functions as may be delegated to it by full council.

REPORTING PROCEDURE

1. The minutes of all Committee meetings will be presented to Council at the full council meeting following the committee meeting to be noted.