



## **BARWICK IN ELMET AND SCHOLES PARISH COUNCIL**

### **Peace Flame Subcommittee**

#### **Terms of Reference**

The Peace Flame Subcommittee is constituted to represent Barwick in Elmet and Scholes Parish Council in matters relating to the maintenance and development of the Peace Lamp and the location. The subcommittee will report to the Finance and General Purposes Committee.

#### **Membership:**

1. Membership shall comprise of a minimum of three members one of which will be a Parish Councillor.
2. The Chairman of the Parish Council is an ex-officio member of the Subcommittee and has voting rights.
3. Membership of the Subcommittee will normally be confirmed at the Annual Meeting of the Parish Council.
4. The Subcommittee may elect a Chairman and Vice-Chairman each year.
5. Co-opted members of the Parish Council or any member of the public may join the Subcommittee during the year if agreed by the Subcommittee and by the Parish Council.
6. The Parish Council may at any time vote during Parish Council meetings to remove a member of the Subcommittee or dissolve the Subcommittee if just cause is found.
7. Three members of the Subcommittee shall constitute a quorum for meetings.
8. The Subcommittee shall provide an agenda for its meetings and record proceedings in minutes. The minutes shall be presented to the Parish Council.
9. Frequency of meetings will be agreed by the Subcommittee on the first meeting of calendar year.
10. A programme of meetings will be agreed by the Subcommittee for each year. Normally the Subcommittee will meet a minimum of four times a year but additional meetings may be convened if required.
11. The members of the Subcommittee will keep others advised of planned meetings, investigation of the location and boundary to ensure transparency for the Parish Council and public.

## **Delegated Powers**

1. To prepare and manage the budget agreed by the Parish Council covering the income and expenditure for the Peace Lamp.
2. To undertake and agree appropriate fund raising for the Peace Lamp and the location.
3. To manage, maintain, and improve the area where the Peace Lamp is located and associated assets.
4. To ensure any works on the Peace Lamp site (other than regular maintenance) or associated boundary by any persons and also including the Subcommittee, volunteers, specialist advisors or contractors are approved by the Subcommittee and Parish Council prior to the commencement of works.

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Subcommittee's delegated powers. If it is within the delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Parish Council for decision when seeking approval and adoption of the Subcommittee's minutes.

These Terms of Reference were adopted by the Parish Council at its annual meeting of 5<sup>th</sup> May 2021. There were no changes to the previous version.