

## **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 Flame 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. All members will have equal voting rights.
3. The Chairman and Vice Chairman of the Parish Council are ex-officio members of the subcommittee and have voting rights.
4. Membership of the subcommittee will normally be confirmed at the Annual Meeting of the Parish Council.
5. The subcommittee shall elect a Chairman each year.
6. The subcommittee may elect a Vice-Chairman each year
7. 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.
8. The Parish Council may at any time vote during Parish Council meetings to remove a member of the subcommittee or dissolve the group if just cause is found.
9. Three members of the subcommittee shall constitute a quorum for meetings.
10. The subcommittee shall provide an agenda for its meetings and record proceedings in minutes. The minutes shall be presented to the Finance and General Purposes Committee.
11. A programme of meetings will be agreed by the subcommittee for each year. Normally the Group will meet a minimum of twice a year but additional meetings may be convened if required.

#### **Delegated Powers**

1. To prepare and manage the budget agreed by the Finance and General Purposes Committee and Parish Council covering the income and expenditure for the Peace Flame, location, associated assets and other activities including educational events.
2. To undertake and agree appropriate fund raising for the Peace Flame and the location.
3. To manage, maintain, and improve the area where the Peace Flame is located and associated assets.

4. To ensure any works on the Peace Flame 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 Finance and General Purposes Committee 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 Finance and General Purposes Committee and Parish Council for a decision when seeking approval and adoption of the subcommittee's recommendations.

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