

External Committee Terms of Reference

The External Committee is a committee of Winsford Town Council with delegated authority to deal with matters related to: -

- Events
- Open Spaces
- Climate and Ecology
- Planning
- Heritage

Membership

The committee shall consist of five members of Winsford Town Council, with a quorum of three members.

If a member does not attend three consecutive committee meetings or three meetings within a six-month period, without valid grounds, the Town Council reserves the right to remove them from the committee and co-opt another member in their place.

Frequency of Meetings

Meetings shall take place on a monthly basis, except for the month of August. Additional meetings can be called by the Town Clerk or the Internal Committee Chairman should they be necessary.

The minutes of Committee meetings shall be presented to the next meeting of the full Council for ratification.

Sub-Committee/Working Group

The Committee can appoint Sub-Committees, Working Groups or Project Teams as and when necessary, which will consist of up to five members. Members of the public deemed subject matter experts can be co-opted onto Working Groups/Project Teams if deemed necessary.

Chair and Deputy Chair

The first item of business at the meeting following the May full council meeting in each year shall be to appoint a Chair and Deputy Chair of the Committee. The Deputy Chair will automatically chair the meetings should the Chair be unavailable.

Budget

The Committee may authorise expenditure in accordance with the budget approved by Council and in accordance with the Financial Regulations.

The Committee shall, at its December meeting annually, agree a recommended budget for the forthcoming financial year, which will be presented with a recommendation to Full Council.

Functions of the Committee

Open Spaces

- The Committee is directed to appoint an 'Open Spaces Sub-Committee' consisting of a maximum of six members of the Committee who will research and develop ideas and future projects for WTC open spaces and make recommendations to the Committee.
- The Terms of Reference for the working group shall become an annex to these Terms of Reference as agreed by Council and will be reviewed at the first meeting of the Committee each civic year when the membership of the working group shall be determined.
- Covers any future projects pertaining to WTC open spaces.

Climate and Ecology

- The committee is to create a governing policy on Climate and Ecology that will be put into practice across all Committees, Sub-Committees and Working Groups.
- The committee will ensure that the policy is being followed by all Committees, Sub-Committees and Working groups.
- The committee will ensure that the Climate and Ecology policy is kept up to date and in line with the latest national guidelines.

Heritage

- To work with local historians to protect and promote the Town's Heritage both to residents and to encourage visitors and tourism to the Town.