

FELPHAM PARISH COUNCIL

EXECUTIVE COMMITTEE REMITS

Version 1 Issue 1

September 2021

PROJECTS AND RESILIENCE COMMITTEE

PROJECTS AND RESILIENCE COMMITTEE (P&R)

<u>Membership:</u> Parish Councillors and Ex-officio.	<u>Quorum:</u> Three Councillors with voting rights.
<u>Planned Meetings:</u> Monthly.	<u>Periodic Review of Remit:</u> Annually each May by this Committee.

PURPOSE

The Committee has the executive and delegated powers to identify, research and undertake projects which will enhance the quality of life in Felpham. Such projects include the provision and improvement of selected amenities.

To establish, maintain, resource and operate a resilience plan and group that are able to respond in an emergency situation to mitigate the risk to life, property and the environment in Felpham and its surround area.

Terms of Reference:

The Committee will elect a Chairman and Vice Chairman from within its own membership. Non-voting participants/members of the public are welcome to attend the meetings, and they may be permitted to speak if they so request. It is usual for the Councillors at the meeting to agree and it may be necessary to set a time limit.

To identify/undertake projects that are within the authority/power of the Council to deliver. To receive and evaluate all suggestions/proposals for projects, including those from other Committees, or those received from external sources. Demonstrate the benefits the project will bring to the village, what costs may be incurred and how this justifies the budget. To ensure that there is a "Library" of potential future budgets with indicative likely expenditure to give a long-term project programme.

To organise and promote events, entertainments, recreational matters and tourism as appropriate, in liaison or partnership with the ADC Events Officer or other external bodies.

Ensure residents are kept aware of the actions of the Projects Group and the Council as a whole. This includes publicly engaging with residents whenever appropriate.

Manage projects through to completion. Once complete ensure any ongoing administrative requirement is passed to the F&A committee.

To continually evolve longer running projects, such as defibrillators and addressing, climate change so that they can remain current to the prevailing situation.

Where appropriate form and delegate to sub committee's specific projects and include where identified their own budget. This may include Annual Event, Resilience and others as necessary. These sub committees may meet independently of this committee.

Organise and run a voluntary emergency resilience group. Provide training and equipment. Work with other partners including ADC, WSCC and the Emergency services.

Financial Delegation & Responsibility:

To be responsible for any budgets delegated by Full Council. This includes any budgets specifically set aside for a single project.

To ensure that expenditure incurred for events is reported at the subsequent meeting and recorded in the minutes for noting at Main Council.

The relevant extracts of Section 4.1 of the Felpham Parish Council Financial Regulations (amended May 2021) indicate the following authority to spend:

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is determined by:

1. Up to £500, the Clerk, in conjunction with the Chair of the Council or Chair of the appropriate Committee.
2. For sums between £501.00 and £1,000.00 the appropriate Committee.
3. Sums above £1,001.00 must be referred to Main Council for approval.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.

Where a specific budget is set for a project the committee, or its sub committees have delegated authority to spend monies within that budget as required subject to it being directly for and attributed to the project. This is overseen by the chairman of the Projects committee and the Clerk to the Council as the RFO. Records of expenditure must be available on request.

Minutes and Records:

Accurate minutes will be kept of all meetings. Initially these will initially be reviewed by the Chair of this Committee to ensure they are, as far as reasonably practicable a true and accurate reflection of the meeting. Once completed the minutes may be posted on the Parish Council website but must be labelled as "Draft".

The minutes will be formally approved for accuracy by those Councillors who attended the Committee meeting at the next Main Council meeting. The content of the minutes and matters arising may be subject to further debate by Main Council

Where, under this remit the Committee are authorised to make decisions or resolutions these will be suitably recorded as such.

Where a decision is needed on a subject brought to this Committee, but which the Committee feels it inappropriate to decide on, either because it falls outside the remit of this group, or it has significant and/or wider reaching implications which require a decision by Full Council then this will be clearly indicated in the minutes. The Committee may make a recommendation, which it may present to Main Council, or it may defer the decision, without recommendation. In either case Main Council will make the final decision.