



## **Joint Councils Committee**

### **Terms of Reference**

#### **1. Purpose**

- 1.1. Consideration of issues that affect the combined area and inhabitants of Langport Town and Huish Episcopi Parish, as directed by the Councils.
- 1.2. Provision of advice to both Councils, with respect to issues that are considered to best represent the combined area and its inhabitants.
- 1.3. Examination of any issue and in detail, reading reports and related materials and, where necessary, liaison with professionals in order to provide options/recommendations to both Councils.
- 1.4. Review and management of the S106/CIL assets of Langport Town and Huish Episcopi Parish Council. No funding or monies may be spent or committed without the prior endorsement of both Councils (via RESOLUTION).
- 1.5. Review of the progress in response to the 2023 Area Community Plan (HELP) outcomes.
- 1.6. The requirement for the JCC and its TOR will be reviewed at each Annual Town and Parish Council Meeting, for which it may provide an annual report.

#### **2. Membership**

- 2.1. Membership should be a minimum of three Councillors from each Council and will aim to have equal numbers from each Council.
- 2.2. The Chair and Vice Chair of the Councils are ex-officio members and other Councillors will be appointed by their respective Councils. All Councillors will have voting rights. Members of the public may be co-opted to the committee, via RESOLUTION from both Councils, with no voting rights.
- 2.3. In a normal year Councillors shall indicate their preferences for membership of the JCC in advance of the Annual Council Meeting. Members may also join the JCC at other times through the year (in accordance with 2.2).
- 2.4. Quorum will be six, consisting of three from each Council.

#### **3. Administration**

- 3.1. Agendas and minutes will be produced by a designated Clerk/Officer in consultation with both Council Chairs, or another Committee member with the agreement of those Chairs.
- 3.2. The Committee will provide a report after each Committee meeting to be presented to both Councils at their next meeting. The report will contain any decisions that have been made using delegated powers and recommendations for decisions that both Councils need to consider (via RESOLUTION).
- 3.3. Draft minutes for comment will be circulated to all members of the Committee within 1 month of the JCC meeting for which they serve. Minutes will be taken as read and approved at the next meeting of the Committee and made available to both Councils once approved.

#### **4. Procedure**

- 4.1. All meetings of the Joint Councils Committee will be convened in accordance with the Langport Town Council's Standing Orders and Councillors will conduct themselves in accordance with the Somerset City Town and Parish Councils Code of Conduct.
- 4.2. Meetings will be held at least quarterly, generally before the January, May and September full Councils' meetings and additionally as required. The JCC meeting calendar will be agreed annually.
- 4.3. Any delegated powers will be defined with a scheme of delegation to be confirmed at the Annual Council meetings of both Councils
- 4.4. The Chair for each JCC meeting will be agreed (by vote) at the start of that meeting.
- 4.5. Committee meetings are to be held in public, but may be excluded under section 1, paragraph 2 of The Public Bodies (admission to meetings) Act 1960, if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted. The public's exclusion shall be by RESOLUTION, with reasons given.
- 4.6. The Committee may appoint sub-committees. These may consist of Councillors and non-Councillors with equal voting rights. If a sub-committee is created, membership and Terms of Reference will be authorised by both Councils. Sub-committees may make such decisions/recommendations as have been delegated to them, but these decisions must be reported initially to the Joint Councils Committee.
- 4.7. The Committee may create advisory groups or working groups with Terms of Reference to deliver a specific objective. These groups will work within an agreed brief, as confirmed by both Councils, and will be dissolved on completion of their task.
- 4.8. Advertising the time and place of a sub-committee or working group will be at the discretion of its members, but is not required as the public do not have an automatic right to attend.