

Parish Clerk
The Parish Office, The Triangle
Willingdon
East Sussex BN20 9PJ



Office Hours 9 am to 1 pm
Monday to Friday

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www.willingdonandjevington.org.uk

Terms of Reference for Governance Sub-Committee

Appointed by	Finance & General Purposes Committee
Number of Members	4 Members
Membership Renewed	Annually
Minimum number of meetings	Unlimited
Delegated authority for decisions	No
Delegated authority for own budget	No
Can appoint Sub-Committee	No

PURPOSE AND SCOPE

The purpose of the Council is to consider any changes to governance that may impact on the structure or new Governance needing to be implemented. The scope shall include looking at Committee memberships, identifying the need for new Committees when the need arises.

Areas of responsibility

1. To review Council's processes and procedures in accordance with Standing Orders and Financial Regulations which are the governance documents for all Town and Parish Councils.

Procedures for review will include:

- a) Full Council
 - b) Committees
 - c) Sub-Committee
 - d) Working Groups
2. To consider all aspects of Parish Governance including size of Council and warding arrangements and formulate reports to include any recommendations.
 3. To review and monitor any boundary changes.
 4. To recommend to relevant Committee or Council and decisions needing to be made.

Reporting and recording

1. To create agendas requiring discussion and recommendations.
2. To take meeting minutes for noting and including recommendations for decision.