

**BROOKFIELD PARK SHIERS FAMILY TRUST SUB COMMITTEE**  
**TERMS OF REFERENCE**

**1. Terms of reference**

1.1 It is proposed that the Sub Committee considers approving and adopting the following terms of reference that seek to confirm the governance arrangements relating to meetings and decisions of the Sub Committee.

1.2 As a Sub Committee of an area committee, the Council Meeting Procedure Rules automatically apply with appropriate modifications to meetings of the Sub Committee, however for the avoidance of doubt, the following suggested terms of reference codifies the pertinent rules. However, in the eventuality of any conflict, the Council Meeting Procedure Rules shall take precedence.

**1.3 General**

1.3.1 The purpose of the Brookfield Park Shiers Family Trust Sub Committee is to determine applications for funding from Trust monies to support projects from voluntary and community groups which aim to:

- address the effects of loneliness of residents and the consequential effect on their health and wellbeing;
- support voluntary groups and sports groups for residents of all ages; and
- support increased accessibility in district and local centres.

**1.4 Membership**

1.4.1 The Cheadle Area Committee, in its capacity as Trustee to the Brookfield Park Shiers Family Trust, will appoints members to serve on the Sub Committee annually, at the first meeting of the Area Committee for the municipal year, or as soon as practicable.-

1.4.2 The membership will be 43 members, comprising of at least one member from each ward in the Cheadle Area.

1.4.3 Political balance rules do not apply.

1.4.4 Appointments/ removals from Sub Committee are by resolution of the parent committee, namely the Cheadle Area Committee.

1.4.5 There are no restrictions on membership.

**1.5 Chair of meeting**

1.5.1 At the first meeting of the Sub Committee in the municipal year, the Sub Committee will appoint a Chair for the municipal year. If he/ she is not

present, members present shall elect a Chair from the Sub Committee for that meeting only.

## **1.6 Appointment of substitute members**

1.6.1 Substitute members are permitted and must be members of the parent committee.

## **1.7 Quorum**

1.7.1 The membership of the Sub Committee will be ~~43~~ members and the quorum shall be 3 members, comprising one member from each ward in the Cheadle area.

## **1.8 Business**

1.8.1 At each meeting, the following business will be conducted:

- to consider the accuracy of the minutes of the last meeting;
- to declare interests; and
- to consider the matters set out in the agenda for the meeting.

## **1.9 Appointment of co-opted/ advisers**

1.9.1 Non-voting co-optees/ advisers are not permitted.

## **1.10 Frequency of meetings**

1.10.1 Meetings will be arranged on an ad-hoc basis when there is business to consider following consultation with the Chair.

1.10.2 The Chair may call additional meetings.

## **1.11 Notice and agendas for meetings**

1.11.1 Agenda and reports for meetings should ordinarily be available 5 clear days prior to the meeting.

## **1.12 Form of minutes and decisions**

1.12.1 An officer from Democratic Services will be responsible for taking minutes at meetings of the Sub Committee.

1.12.2 Decisions will be published on the council's website in accordance with the Access to Information Rules (PR7 in the constitution).

## 1.13 Voting

1.13.1 Voting will be by show of hands or if there is no dissent, by the affirmation of the meeting and it will not normally be the practice to record how individual members have voted unless specifically requested to do so.

~~4.13.4~~1.13.2 If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There is no restriction on how the Chair chooses to exercise a casting vote.

## 1.14 Attendance at meetings by members of the public

1.14.1 All meetings of the Sub Committee will be open to the public.

1.14.2 Members of the public and press may only be excluded in accordance with the Access to Information Rules (PR7) as set out in the Constitution.

1.14.3 No specific provision will be made for members of the public to speak or ask a question, but such invitations will be at the discretion of the Chair. The Chair may ask applicants to attend Sub Committee meetings to speak to their application and/ or provide members with further information to support decision-making.