



## **HOLBEACH PARISH COUNCIL COMMITTEE STRUCTURE & PROCEDURES 2025 - 2026**

### **Committees**

There are five 'standing' committees that have powers to determine most matters within their remit, subject to any policies and budget set by the Council. The functions of the standing committees can be summarised as: -

FINANCE & ADMIN COMMITTEE all administration functions & finances of the Council

HR, H & S and DATA PROTECTION COMMITTEE all Human Resources issues, health & safety and Data Protection issues of the Council

PPES COMMITTEE planning, properties, planning for emergencies, speeding and highway matters

OPEN SPACES COMMITTEE all open spaces areas owned or managed by the Council

EVENTS & PR COMMITTEE all events and PR issues of the Council

The details of the terms of reference and delegation were agreed by the Parish Council on Date (minute ref [?](#)). Copies of the terms of reference are attached to this document.

### **Sub Committees**

The Council has agreed that the HR, H & S and Data Protection Committee will have the authority to form sub committees. These will be formal groups to consider specific issues referred by the Committee and will report and make recommendations to the Committee.

### **Public Participation**

The arrangements for Public Participation at meetings were determined as per Standing Orders and will continue at ordinary meetings of the Parish Council and standing committees.

### **Reports to Council**

Meetings of the Full Parish Council will receive committee minutes within supporting documents All committee Chairs are required to provide a monthly report to Full Council, detailing any issues, changes or events that have occurred between meetings.

### **Committee Agendas**

The Parish Council and Clerk's correspondence will continue to be delivered as regular verbal / written updates from the Parish Clerk. (Some correspondence will continue to be reported to Council where there is a requirement to formally record).

Matters for general notation or inclusion in next agenda, will continue to be made at the end of each meeting.

It is best practice for Councillors to forward items for future agenda's 4 clear days before the publication of agenda documents to the clerk; however, these must be relevant to the parish council functions and within the legal remit of the authority.

### **Officer Delegation**

The Council approved scheme of delegation for the Parish Clerk will continue.