



## **Project Review Group Terms of Reference**

### **Membership**

The Projects Review Group will be a standing committee of the Council. The Chair and Vice Chair of the Council will automatically be ex-officio members and the chair of the Finance Committee, the Facilities Committee, the Highways Committee and the Planning Committee will be members of the committee. Otherwise, its Membership will be appointed at the Statutory Annual Meeting of the Council in May each year. Council may co-opt such other members that are not members of the Council to sit in an advisory capacity as required.

### **Duties of the Committee**

The purpose of the committee is to lead and coordinate the work of the Council in identifying, developing, prioritising and delivering investment in social and physical infrastructure projects within Liss which involve the Parish Council, in order to ensure the maximum benefit and value for money to the community.

The committee will carry out its responsibilities in cooperation with other committees, particularly the Facilities, Highways and Planning Committees. These committees may initiate and manage projects within their specific responsibilities subject to agreement with the Project Review Group to ensure coordination of projects and their delivery.

All proposals for new projects, or significant changes to the purpose or scope of agreed projects, and all expenditure on projects outside the agreed council budget, including externally funded items, must be approved by full council.

Duties will include:

- a. Devising and maintaining a process for identifying, developing and prioritising projects within Liss involving the Parish Council, including community engagement,
- b. Using the process devised under a. to establish priorities for social and physical infrastructure provision in the village, in consultation with the community, including:

- Proposing priorities and preparing bids for the use of Community Infrastructure Levy, S106 funds and other grant sources, in conjunction with the Facilities and Highways Committees,
  - Proposing priorities and criteria for grants to support organisations within the village,
  - Proposing priorities for social and physical infrastructure provision in the village as required for inclusion in the Annual Action Plan, and any review of the Liss Parish Plan, the Liss Neighbourhood Plan, or the preparation of similar community documents,
- c. Ensuring that the prioritisation of all projects and bids includes adequate arrangements and resourcing for their delivery.

### **Quorum for Meetings**

A quorum of the Committee will be one half of its voting members. In the event of an uneven number of appointed voting members a quorum of the Committee shall be one half of the voting members rounded down.

### **Chairing of of the Committee**

At the first meeting of the Committee following the Annual Statutory Meeting the first item of business will be to elect a Chair and the Committee may elect a Vice-Chair if necessary. Co-opted members are not eligible to act as Chair of the Committee.

### **Voting in Meetings**

Each member will have one vote; the Chair of the Committee will have a second and casting vote in the event of an equality of votes. Co-opted members will have no voting rights.

Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question or abstained from the vote.

### **Rules of Debate**

The rules of debate as set out in the Council's Standing Orders will apply to the Committee.

Terms of Reference approved by Council on 20/1/2020.