

**Ruskington Parish Council**

**Terms of Reference**

**Name:** Operational Committee (Ops Cttee)

**Status:** A committee of the Parish Council subject to Council Standing Orders.

**Role:** The Ops Committee has delegated powers to consider all aspects of Council business, except for HR matters, and make recommendations for Council to consider.

**Areas of Responsibility:**

1. To consider all areas of council business, including finances, environmental, recreation, planning, office renovation, allotment, and cemetery matters, and can consider HR Committee recommendations in advance of a full Council meeting.
2. To agree recommendations for Council to consider at full Council meetings.
3. To appoint sub-committees from its members and set up working parties when necessary.

**Membership**

All members of the council are members of the Ops Committee.

Non – parish council members are permitted to share expertise but have no voting rights.

**Quorum**

A Quorum shall be five (one-third of the total membership).

**Meetings**

The Committee shall meet annually in December and January to consider the budget, and at other times as required to deal with Council's operational business.

**Chairman and Vice Chairman**

The Chairman and Vice Chairman of Council will be the Chairman and Vice-Chairman of the Committee.