

BRADING TOWN COUNCIL



BRADING STATION COMMITTEE

TERMS OF REFERENCE

The Brading Station Committee ('the Committee') is constituted as a standing committee of Brading Town Council ('the Council') and has advisory powers, and delegated powers in respect of the day to day running of the Station.

1. Membership

Membership of the Committee shall be four Members of the Council, and one Representative of the Volunteers.

2. Voting

Each Member of the Council has one vote. The Committee Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

3. Quorum of the Committee

Three members of the Committee shall constitute a quorum. If the numbers of Members present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman of the Committee may fix.

4. Meetings

Meetings should be held at least quarterly, unless there is no urgent business to transact.

5. Attendance at meetings

Meetings of the Committee shall be open to the Press and the Public unless a valid reason is given for excluding the Public.

6. Functions

The Committee shall have the following functions:

- a) To consider all financial and legal matters relating to the Station, and refer to Full Council for ratification.
- b) To consider and ratify proposals relating to the day-to-day running of Brading Station.

7. Responsibilities

The Station Committee shall have the following responsibilities:

- a) To consider and ratify proposals relating to the day-to-day running of the Station.

- b) To review quarterly Financial Statements; on the progress of actual expenditure compared with budget and report to the Council.
- c) To initiate any tender action for any project or service and make recommendations to the Council;
- d) To monitor internal control arrangements;
- e) To advise on all matters (excluding Conduct) regarding staff of the Council;
- f) To report to the Council on any other matter that needs consideration by the Council.
- g) Monitor risks related to the Committee's remit and ensure adequate risk management procedures and actions are in place.

8. Review

The Terms of Reference should be reviewed by the Council annually.

Reviewed: 7 June 2023

Next Review June 2024

Minute No: BS06/23 (i)