



TERMS OF REFERENCE	Administration and Training Committee
VERSION	1.0
LAST REVIEWED	16 May 2023

Terms of Reference Administration and Training Committee

- 1.1 The Administration and Training committee is a parish council committee responsible for all aspects of Council Administration, including provision of recommendations and advice to Council for all Administration issues. The scope of responsibility of this committee is to:
 - recommend staff appointments.
 - advise on training requirements of staff and members
 - monitor staff
 - oversee administrative processes
 - oversee the website, payroll, accounting and email systems
 - oversee the records and archives of the Parish Council.
- 1.2 The committee normally has three members, as determined at the Annual Meeting of the Parish Council, with the parish council chairman and vice-chairman being automatic ex- officio members. The committee chairman is appointed by the full Parish Council and vice- chairman is elected annually by the committee at the first meeting following the Annual Meeting of the Parish Council. The chairman and vice-chairman shall hold office until the next Annual Meeting of the Parish Council, as per their Standing Orders. If the numbers of members present (not including those debarred by reason of a declared interest) falls below the required quorum of two members, then the meeting shall be adjourned, and any business not transacted shall be transacted at the next meeting or on such other day as the chairman may fix. In the event of an equality of votes, the chairman of the committee shall have a second or casting vote.
- 1.3 Minutes of all meetings will be recorded, circulated to Council and proposed for acceptance at the next meeting of Parish Council.
- 1.4 Detailed responsibilities of the Administration Committee are set out in the latest version of the Administration Regulations as adopted by the council.
- 1.5 This committee will be responsible for monitoring administrative processes.
- 1.6 A committee member may consider any matter in which they (or their spouse/partner) have a personal interest (but not a prejudicial interest), provided the interest is disclosed in the usual manner in line with the provisions of the Members' Code of Conduct.
- 1.7 Terms of Reference for this committee will be reviewed annually at the annual meeting of the Parish Council.