

COMMUNITY HERO COMMITTEE

Terms of Reference

Committee name: Community Hero Committee

Membership: 7. To include 3 Parish council members and non-council members.

Purpose: To annually set in motion the Community Hero award. To review the nomination form, and associated terms and conditions. To agree event advertising, associated administration and conduction of the selection process, making recommendations to full council for winner and or runner up for approval.

The committee will ensure to be mindful that any person that has won in the last 5 yrs cannot be nominated again. Details of winners are found on the website.

Delegation of functions: The committee may incur expenditure up to £150 each year for associated costs and prizes.

Records: The Committee shall keep up-to-date records of actions/expenditure and decisions and these actions and decisions shall be reported to the Parish Council meeting.

Standing Orders

Standing orders of the Parish Council except no's 3u, 4, 5, 8, 15, 16, 17, 18, 19, 20, 22, 23 shall apply to the Complaints Committee.

Additional standing orders:

Meetings: Meetings will be held between September and November with the recommendation to full council being presented at the December council meeting. Winners will be announced and confirmed in December, with the prize giving held just before the January council meeting.

First meeting: At the first meeting following the Annual Meeting of the Parish Council, the committee will elect a Chairman.

Quorum: 3 members of either councillors or non-councillors shall constitute a quorum.
If there is no quorum the meeting will stand adjourned and should be reconvened.

Clerk: Where the Parish Clerk or other Officer of the Parish Council is not available, a member present will be elected to take the minutes of the meeting. These are to be presented to full council at the next available meeting.

Reviewed 16th May 2023 council meeting