

HARTFIELD PARISH COUNCIL

STRATEGY COMMITTEE

TERMS OF REFERENCE

1. ROLE

The Strategy Committee is responsible for all matters relating to forward planning, project work and strategic matters.

2. MEMBERSHIP

All Parish Councillors.

3. CO-ORDINATION

Co-ordination will be undertaken by the Chairman of the Parish Council, who will also ensure that minutes of the meetings are taken.

4. FREQUENCY OF MEETINGS

The Committee will meet once a year, or more frequently if necessary.

5. QUORUM

The quorum for the Committee will be 5.

6. RESPONSIBILITIES

- a) To have discussion on strategic topics and agree the future direction for the Parish Council.
- b) To review long and short term plans.

7. REPORTING ARRANGEMENTS

The minutes of each Committee meeting will be distributed to the Parish Council and posted on the Parish Council web-site.

Items falling outside the terms of reference should be referred to the appropriate committee or the full Parish Council.