

These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or Financial Regulations.

1. Meeting Etiquette:

- a. Grammatical correction of minutes to be sent to the Clerk ahead of the next Meeting
- b. Agenda items to be sent to the Clerk a week ahead of the Full Council Meeting accompanied by background information

2. Nolan Principles

To abide by the Nolan Principles of public life during meetings:

- ✓ **Selflessness** – act solely in the interests of the Denham residents putting an individual member's opinion aside
- ✓ **Integrity**
- ✓ **Objectivity**
- ✓ **Accountability**
- ✓ **Openness**
- ✓ **Honesty**
- ✓ **Leadership**

3. Purpose/Aims and Objectives

Agree purpose/aims and objectives at the first meeting and review bi-annually

4. Date, Time, Location and Frequency of Meetings

All Committees/Sub-committees/working groups to decide on the above at their first meeting in May. This will be dependent on Councillors availability.

5. Membership

- a. The committee comprises of up to 8 members of the Parish Council, to be confirmed and selected every year at the Annual Meeting of the Parish Council in May.
- b. Any changes in membership of the committee following the Annual Meeting Parish Council meeting shall be subject to approval at the next Parish Council meeting including new members joining the committee.
- c. The quorum of the sub-committee shall be one third of its members.
- d. Membership is open to non-council members
- e. Non/substitute members cannot propose or vote on motions

6. Voting

Voting is by show of hands with the Chairman having casting vote in the event of a tie

7. Chairman and Vice Chairman

The chair and vice chair of the sub-committee shall be determined as per Standing Orders at the Annual Meeting Parish Council every May.

8. Conduct of Meetings

- a. Members to observe the Code of Conduct and Communication Charter in being polite and respectful
- b. All meetings of the committee will be convened in accordance with the Parish Council's Standing Orders
- c. Members raise their hands to speak and wait until Chair calls them to speak.

9. Agendas and Minutes Committee Meetings

- a. All committee meetings shall be summoned and minuted by the Clerk, Three clear days' notice period must be given when meetings are called for members to attend.
- b. The minutes of each meeting of the committee shall be approved by the Chair/Vice Chair of the committee within 7 days of the meeting
- c. All minutes of committees to be ratified at the next Full Council Meeting
- d. Only items on the Agenda can be discussed and decisions made

10. Working Parties

- a. Three clear days' notice is not mandatory for working parties, meetings are set with agreement of the members
- b. Will be task specific and report to Full Council, and or relevant committee. Biodiversity reports to Services, the Neighbourhood Plan Steering Committee reports to Planning and Full Council.
- c. Work on strategic projects

11. Delegating Powers

- a. Each committee to have delegated authority to act on behalf of the Parish Council as per the Aims and Objectives of that committee
- b. Allocation and approval of budget for that committee up to £5k + VAT, over £5k + VAT must be approved at Full Council as per the Financial Regulation.

12. Public Participation

All meetings will be open to the public and press, unless the meeting goes into part 2.

13. External Advice

Committees may seek help from external professional services in line with the Financial Regulations