

**Agenda Item FG
20.8**

Report to	Finance & Governance Committee
Meeting Date	16 January 2020
From	Clerk, Fiona MacLeod
Title of Report	Governance review
Purpose of Report	To consider changes to Committees Terms of Reference

1. Background

- 1.1 From time to time, Findon Parish Council (FPC) will review the documentation that underpins its way of working.
- 1.2 The Terms of Reference (ToR) for the Planning Committee, Finance & Governance Committee, and Open Spaces Committee are now due for such review by the Finance & Governance Committee to ensure that they continue to be 'fit for purpose'.
- 1.3 The ToRs for Planning and Finance & Governance Committees are attached as appendices 1 and 2 to this report, with proposed amendments in italics for ease of reference.
- 1.4 The Open Spaces Committee has not met for some time and, following a conversation with Open Spaces Lead Cllr Carr, it is proposed that this Committee is no longer required. Full reporting and decision making on Open Spaces matters are covered at the FPC meetings by way of written reports, which has worked well. The Committee could, of course, be reinstated at a later date should FPC wish to do so.

2. Issues for ratification by full Council on 3 February 2020

- 2.1 That the revised ToRs for the Planning Committee and Finance & Governance are approved.
- 2.2 That the Open Spaces Committee is no longer necessary, but may be reinstated at a later date if required.