



## **Tysoe Parish Council**

### **Affordable Homes sub-committee Terms of Reference**

#### **Purpose**

The purpose of the Committee is to encourage and explore opportunities for the provision of social and affordable housing in the parish of Tysoe for the benefit of parish residents or those people with a close relationship with the parish.

In order to pursue this purpose the Committee or its members may:

- Meet with developers to discuss the provision of new homes.
- Commission housing needs surveys
- Discuss the management of social and affordable housing with appropriate housing associations
- Carry out any other activities necessary in achieving an adequate supply of social and affordable housing for the parish

#### **1. Constitution**

The Committee is a sub-committee of Tysoe Parish Council and will remain in place and active until a vote to close it is taken at a public meeting of the Parish Council.

#### **2. Membership:**

- a. The Committee will comprise a minimum of 3 and a maximum of 7 Members a majority of which should be serving Tysoe Parish Councillors. Members of the public who are proposed as Members of the Committee must have a permanent residence within Tysoe parish and be over the age of 18 years.
- b. The Committee will be quorate with three Members attending any meeting. Any decisions made by a non-quorate meeting will not be valid or binding.
- c. New Members will be appointed to the Committee by the incumbent Members. Their appointment will be confirmed by a simple majority of Members voting. The Parish Council will be informed as soon as possible following the appointment, resignation or voting off of a Committee Member.
- d. Members will serve on the Committee for a period of 3 years from their appointment or until voted off by a majority of Members voting in a public meeting of the Committee. A Member may resign from the Committee in writing to the Chairman.
- e. A Member may serve a second, consecutive term of 3 years if agreed by Members but may not serve a further term beyond that.
- f. The Members of the Committee will appoint a Chairman at its first meeting and that Chairman will remain in office for three years or until voted out of office by a

simple majority of Members voting at a public meeting. The Chairman can also be voted out of office by a simple majority of Parish Councillors voting in a public meeting of the Parish Council.

- g. A Member may serve a second term of 3 years as a Member of the Committee and may also serve a second term as Chairman if agreed by a simple majority of Members voting in a public meeting.

### **3. Meetings:**

- a. The Committee will hold at least three public meetings per year (a year being the period between 1<sup>st</sup> April and 31<sup>st</sup> March in the following calendar year)
- b. Five working days' notice of a public meeting will be given by posting of a notice on the Parish website and notice board and also by advising the Parish Clerk. The notice will include the time and place of the meeting and the agenda.
- c. Members of the public and press will be entitled to attend all public meetings of the Committee.
- d. Minutes of public meetings will be published no later than 7 days following the day of the meeting by posting on the Parish website.
- e. The Chairman of the Committee will preside over public meetings and in their absence the Committee Members attending the meeting will appoint a Chairman for the meeting as the first matter of business. A designated minute taker will be appointed at the start of each meeting.
- f. The Committee will be entitled to hold as many working meetings, to which members of the public are not entitled to attend, as is necessary.
- g. The Parish Clerk and Chairman of the Parish Council are entitled to attend all meetings of the Committee but cannot vote unless they are also Members of the Committee.

### **4. Decisions by the Committee:**

- a. Any decisions taken by the Committee must be referred to the Parish Council for ratification. Decisions will not be binding on the Committee or on the Parish Council until ratified by the Parish Council. Decision requiring ratification will be put to the Parish Council at the first meeting of the Council following the meeting of the Committee at which the proposal was discussed.
- b. Any decisions intended to be binding on the Committee or on the Parish Council must be taken in a public meeting and be proposed and seconded by Members of the Committee. Such proposal will be carried by a simple majority of Members voting. If a vote is tied the Chairman will have the casting vote.
- c. Decisions taken in accordance with clauses 4a and 4b will be binding on the Committee and on the Parish Council.

### **5. Conduct of the Committee and its Members:**

- a. The Committee will adopt the Code of Conduct adopted by the Parish Council from time to time.

- b. By agreeing to become a Member of the Committee a Member automatically agrees to be bound by the Code of Conduct adopted from time to time by the Committee.

**6. Changes to the Terms of Reference:**

- a. These Terms of Reference will remain until changed by the Parish Council by a motion carried by a simple majority of Councillors voting in a public meeting of the Parish Council.

**7. 7. Reporting to the Parish Council**

- a. A report of the Committee's activities will be provided to the Parish Clerk ahead of any public meeting of Tysoe Parish Council.
- b. If no activity has taken place since the previous Parish Council meeting, then a nil report should be submitted.

**Terms of Reference submitted to the Parish Council on 9<sup>th</sup> November 2020 and adopted on 9<sup>th</sup> November 2020.**