



### Controlled Document

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## **COMMITTEE SUBSTITUTIONS**

In addition to holding a full council meeting monthly, Lenham Parish Council has two specific sub committees which also meet monthly: Finance and General Purposes (F&GP) and Planning and (Neighbourhood Plan) Implementation (P&I). Both these sub-committees focus on specific issues of work and in some cases do the detail which is then referred back to full council as recommendations to be discussed and agreed.

Both of these sub committees are public and can be attended by all parish councillors, however, while all nominated attendees and visiting parish councillors can participate in the discussions only those parish councillors nominated as attendees to that sub-committee, or their named substitute, are able to vote on recommendations that will go forward to the full parish council meeting for discussion and agreement.

### **Attendance**

Attendance at full council is required from all parish councillors. Should a parish Councillor be unable to attend they should inform the Parish Clerk at the earliest opportunity.

There are no opportunities for substitution for full parish council meetings.

If the Chair is unavailable, the full council will be presided over by the Vice Chair. If neither the Chair nor the Vice Chair are able to attend the Parish Clerk will request a volunteer from the attending parish councillors to step in and preside over that meeting. This will be noted in the minutes.

### **Finance and General Purposes Committee (F&GP)**

The F&GP sub committee consists of six nominated parish councillors and addresses the financial issues which the parish council is responsible for, dealing with contracts for maintenance of open space, play equipment and other financial matters as and when these arise. The committee also oversees the preparation of the annual budget. It also discusses all other non-expenditure related matters and makes a recommendation to the full parish council for discussion and agreement. The sub-committee is quorate when at least four parish councillors, including the Chair, are present.

## **Planning and (Neighbourhood Plan) Implementation (P&I)**

The P&I sub committee consists of six nominated parish councillors as well as three members of the public (who are non-voting) and the parish's planning consultant (also non-voting). The sub-committee carries out two important functions: it is a statutory consultee for all planning applications in the parish and it is responsible for overseeing the implementation of the Lenham Neighbourhood Plan ensuring that the parameters and policies within the plan are actioned and reflected in the parish responses to planning applications. All recommendations from the sub-committee are referred to the next full meeting of the parish council for ratification. The sub-committee is quorate when at least four parish councillors, including the Chair, are present.

### **Substitutions:**

In order to ensure that all sub-committee meetings are quorate it is permissible for a parish councillor nominated to attend a sub-committee to arrange for someone to act as a substitute for them for that meeting they are unable to attend.

If a parish councillor is unable to attend a sub-committee for which they are a nominated attendee, they should attempt to secure the attendance of one of the listed substitute members.

If a substitution is agreed it is the responsibility of the nominated attendee to inform the Parish Clerk of their absence, the name of the substitute parish councillor attending on their behalf and confirm that all relevant matters arising from the agenda have been discussed with the parish councillor attending the meeting as their substitute.

This having been done the substitution will be noted in the minutes of the meeting.

It is not possible for those members of the public nominated as attending P&I to seek a substitution if they are unable to attend a meeting.

