

Brigstock Parish Council

Neighbourhood Planning Sub-Committee Terms of reference

The Neighbourhood Plan sub-committee is an authorised sub-committee of the parish council. With the following delegated powers.

- To manage the “Neighbourhood Plan” process and produce a parish Neighbourhood plan.
- Select and employ consultants with the constraint that no agreement can be entered into where the cost exceeds the available grant.
- Individuals can make no decisions unless the sub-committee has delegated that responsibility which has been recorded in the sub-committee meeting notes.
- All account’s both receivable and payable must be recorded in the sub-committee meeting notes, and forwarded to the parish clerk for processing.
- All payable accounts must be authorised by the parish council.
- There shall be no separate bank account, all transactions will be processed through the Parish Councils account

To comply with our public liability insurance conditions the following applies:-

1. The sub-committee must be authorised by the Parish Council
2. Meetings to have a published agenda
3. Meetings to have formal authorised minutes
4. Parish council to be kept informed of progress/actions
5. Meetings are to be open to the public

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