



Title	TERMS OF REFERENCE
Committee/Group	Urgency Committee
Status	ADOPTED
Date	14 th May 2024

1.0 Purpose of the Urgency Committee

The committee will act on behalf of the Parish Council in respect of an urgent issue that may arise without the ability to call, with 3 clear days' notice, a full Council or Committee meeting.

2.0 The committee shall comprise of no fewer than 5 members of the Parish Council

3.0 The quorum of the committee shall be 3 members.

4.0 **Voting** – All attending members will be entitled to vote.

5.0 The committee will meet as and when an urgent need is identified. Summons will be by email and will be clearly notified as an urgent issue.

6.0 The meetings will take place in Binfield Library and/or Binfield Parish Council meeting room or some other suitable location, i.e. local community venue or private residence that can be reserved at short notice.

7.0 Key responsibilities of the committee are:

7.1 With full regard to all current Binfield Parish Council adopted policies & procedures and current legislation, determine a way forward on any urgent issue that it is called upon to consider.

8.0 Operational Responsibilities

8.1 To take on board and consider any facts or evidence in relation to the issue and any reports put forward by Parish Council employees; to consider any views put forward by members who are not able to attend the Urgency Committee.

8.2 To ensure any action taken would not bring into disrepute the good standing of the Parish Council.

8.3 To agree any expenditure in line with the principles, guidance and good practice as set down in the Binfield Parish Council's Financial Regulations and the Governance and Accountabilities 2017 Guidelines.

8.4 To provide a full update of the issues considered and any actions taken to the next available meeting of the Council and/or relevant Committee