Warndon Villages Parish Council

Terms of Reference for the Urgent Business Committee

1. Membership

All members of the Committee will be elected Councillors. The Committee will consist of a minimum of four elected Councillors. At its first meeting it will elect a Chair to preside at its future meetings and will also elect a Vice Chair if it wishes – both to be re-elected each year following Annual Parish Council meeting. A quorum at the Committees meetings will consist of no fewer than three elected members. Chair and Vice Chair of Full Council will have automatic membership and full voting rights.

2. Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations to the next Full Council meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. It is suggested that this Committee meets as required to deal with special emergency events as they occur.

3. Responsibilities

The committee is responsible for:

(a) Providing urgent decisions and actions where recourse to the appropriate committee or Full Council meeting is not possible.

(b) Reporting such decisions and actions to the next appropriate meeting of the Full Parish Council

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

Reviewed at the Parish Council Meeting on 11.5.2026