

HOOE PARISH COUNCIL

Terms of Reference for the Parish Land Committee

1. PURPOSE

- 1.1 The Parish Land Committee is constituted to consider all matters set out in this document relating to the management of parish rented land and buildings.

2. GOVERNANCE OF PARISH LAND COMMITTEE

- 2.1 The Parish Land Committee shall comprise of all members of the Parish Council
- 2.2 The Chairman and Vice Chairman of the Parish Land Committee shall be elected by the membership at the first committee meeting or following the Parish Council's Annual General Meeting.
- 2.3 The Parish Land Committee shall review and approve the terms of reference annually following the Parish Council's Annual General Meeting.
- 2.4 The Parish Land Committee shall be constituted each year at the Parish Council's Annual General Meeting.

3. QUORUM

- 3.1 The quorum shall consist of a minimum of three members.

4. POWERS AND RESPONSIBILITIES

- 4.1 The Parish Land Committee shall consider all matters relating to land in the ownership of Hooe parish council with exception of the allotments and the management of the asset register.
- 4.2 Such matters shall comprise of the sale or acquisition of land, contractual matters relating to land leases and land agreements regarding the renting of land and or buildings, land registration, management and use of parish land, the annual review of rental land / buildings charges and the instruction of professional services such as a solicitor or a valuer where appropriate.
- 4.3 The Parish Land Committee shall have the powers to determine on all matters as listed in paragraph 4.2

5. PARISH LAND COMMITTEE RESPONSIBILITIES

- 5.1 The members of the Parish Land Committee shall study the clerk's briefing notes, any other documentation and plans provided prior to attending the Parish Land Committee meeting.
- 5.2 The Parish Land Committee shall comply with all legislative requirements for the management of the land or buildings, take note of any new legislation or regulations, changes in policy or other developments

affecting the land management process, any legal briefing received, and to participate in any relevant training that may be required.

- 5.3 The Parish Land Committee will seek the advice of an appropriately qualified professional person/s for legal or valuation services when required. The Parish Land Committee shall consider such advice to ensure lawful decisions are made and will follow the appropriate processes and procedures laid down by law.
- 5.4 Members must ensure 'Best Consideration' is obtained where decisions have a financial implication. Such an explanation may be requested by the auditor or governing body where such a financial decision is made.
- 5.5 The Parish Land Committee shall develop policies and procedures for matters listed in paragraph 4.2.
- 5.6 Where members are dealing with confidential matters, no such information may be put into the public domain or discussed with a third party other than the clerk or professional person acting on behalf of the parish council. For a member to take such action would be a breach of the Code of Conduct and the General Data Protection Regulations 2018 and potentially open up the parish council to a lawsuit.

6. **PUBLIC INVOLVEMENT**

- 6.1 The Parish Land Committee meeting will be open to members of the public to attend. The members of the public may be allowed to speak for 3 minutes in accordance with the Parish Council's standing orders on matters (not classed as confidential) as set out on the agenda at the public section of the committee meeting.
- 6.2 In accordance with the Parish Council's standing orders, members of the public may be excluded from the meeting if **confidential business** is to be transacted by means of a special resolution.

MEETINGS

The Parish Land Committee meetings will only be convened when business is required to be transacted.