

Terms of Reference:

Rye Harbour Flagpole Committee

1. Constitution:

a. **Members of the Committee:**

(Unless otherwise stated all members of the group have voting rights)

Councillors:

Cllr. Steve Tollett – Rye Harbour Ward

Cllr. Jacqui Stanford – Rye Harbour Ward

Co-opted Members:

Joe Brown – Rye Harbour resident

Ms Tanya Cutting – Rye Harbour resident

Roy Roberts – Rye Harbour resident

Mrs Lorraine Stevens – Rye Harbour resident

Andrew Tollett – Rye Harbour resident

Richard Tollett – Rye Harbour resident

b. The Committee Chairman and Vice Chairman shall be elected from the Parish Council members of the Committee at the first meeting following the Annual Statutory Meeting of the Parish Council.

c. The Parish Clerk or their Deputy may sit on the Committee ex officio (non-voting) and be responsible for taking the minutes and giving notice of the next meeting. Meetings can be called with a minimum of three (3) days' notice. If the Parish Clerk or their Deputy is not in attendance at the meeting, one of the member's present will be nominated to take the minutes.

d. When appropriate, external advisor(s), stakeholders, partners and or electorate representative(s) shall be present.

e. The quorum shall be one (1) elected Council members (not including those debarred by reason of a declared interest) and two (2) co-opted members (not from the same family).

2. Governance:

a. The business of the Committee will be conducted in accordance with the Standing Orders, Financial Regulations, Policies and any codes of practice adopted by Icklesham Parish Council.

b. The Committee will report direct to the full council.

c. The Committee will convene at least 2 meetings per council year.

3. Objectives: To protect and preserve the flagpole as a historical and cultural link to the history and identity of Rye Harbour Village.

- a. Maintain and improve the flagpole, accessories and surrounding ground for the benefit of the residents of Rye Harbour and visitors.
- b. Be responsible for the day to day running and operation of the flagpole and surrounding ground and making available the history and background of the flagpole and its links with Rye Harbour village. This information will be made available via media outlets and the internet (including social media).
- c. Flying of flags in a safe manner in accordance with an agreed schedule and on other occasions to be determined by the Committee.
- d. Investigate the viability of a revenue stream(s) to help towards running costs (to including the purchase of flags and other materials).
- e. Make recommendations to Full Council

4. Reports:

- a. The Chairman will report to the next Full Council meeting following the meeting of the Committee.

5. Delegated Authority:

- a. The Rye Harbour Flagpole Committee will have authority to
 - i. make decisions about the day to day running of the flagpole and surrounding ground.
 - ii. Authorise the flying of the appropriate flag(s), following British Flag Protocol as per The Flag Institute.
 - iii. Authorise the flying of signals, messages and the dressing of the flagpole for special occasions and the raising of funds.
 - iv. The Rye Harbour Flagpole Committee are authorised to make decisions on behalf of Icklesham Parish Council for actions included on the 3 – 5 year action plan which have been agreed by Full Council.
 - v. The Rye Harbour Flagpole Committee are authorised to spending Council finances up to £500 for any single transaction and **not exceeding** the Flagpole budget agreed by the Council. If additional finances are needed, or the spend is greater than £500 the Committee will refer these matters to the Full Council.

Adopted by Full Council: 10th April 2017 _____

Minute Reference: 17/062 _____

Review Date: _____

Date Reviewed: _____

Icklesham Parish Council

Putting Governance in your hands

Rules of Participation for co-opted members

- 1) Participants should endeavour to provide resources to assist in the work and deliverables.
- 2) Any discussion in meetings and views expressed or implied in such discussion or associated documents are without prejudice to and shall not limit the discretion of the group with regard to Council decisions. Equally, views expressed by participants during meetings will not be treated as the formal position of the organisation they are representing.
- 3) Given the potentially sensitive nature of some of the issues that might be discussed in the Committees, documentation will be assigned an information sharing level of GREEN, AMBER or RED.
 - **Green:** Documentation that will be published on the Council website (this will include all documentation produced by the group). All meeting notes will be GREEN.
 - **Amber:** This will cover any documentation of a commercial interest that members may wish to share at the meeting and which may be placed on a password protected website which can only be accessed by members and council members. Passwords cannot be shared or used by anyone other than the member/councillor. Unless permission is given, information contained in such documents will not be directly quoted or attributed in publicly available meeting notes. Amber documents cannot be shared by members with anyone, including people in their own organisation, unless permission is given by the Council.
 - **Red:** Non-disclosable documentation/information will be restricted to participants present at the meeting themselves only. Participants must not disseminate the information outside of the meeting. RED information should not be discussed with any other member or any other person from the same organisation who is not present at the meeting in which the information is discussed. Red information will not be placed on the Council website.
- 4) Verbal contributions at meetings can also be assigned an information sharing level. Members who wish their contributions to be considered AMBER or RED should clearly state this before making their point, otherwise information will be considered to be GREEN. Such contributions will not be recorded in the meeting note, but may be in one of the issues logs.
- 5) As a member, each participant and all observers will be asked to undertake in writing to abide by the confidentiality and disclosure provisions set out above in relation to each information sharing level as described above, by signing the Confidentiality and Disclosure Agreement at Annex A to these Terms of Reference.
- 6) Members, participants and observers who breach the rules of the confidentiality and disclosure provisions under any information sharing level may have their membership ceased.
- 7) It is recognised that some members will be representing trade or other associations and consequently an organisation (the trade or other association) in which they are not directly or indirectly employed, and that in some cases other trade association members may wish to see AMBER documentation. Additional passwords for the password protected website (if setup and used) will be allocated at Council's discretion. Requests for additional passwords should be made to the Clerk of the Council. Members will be informed of the Council's plans to give out passwords to people not members or observers of the Committee/Committee in advance of doing so to allow any objections to be raised.

Confidentiality and Disclosure Agreement

I, the undersigned, have read and understood the Terms of Reference for:

I understand that I am required to comply with the confidentiality and disclosure obligations in respect of each of the three information sharing levels (green, amber and red), as set out in the Terms of Reference.

I understand that should I, or my parent company/organisation, fail to abide by the information sharing levels I and/or my parent company/organisation may be excluded from the Committee.

I therefore agree to abide by the Terms of Reference in my engagement with this group.

Name: _____

Company/Organisation: _____

Signature: _____

Date: _____